

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 20, 1978

SECRETARY'S MEMORANDUM NO. 1931

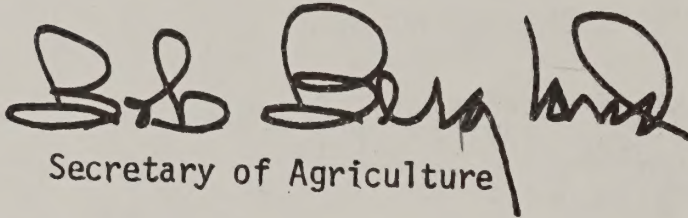
Establishment of Departmental Focus
for Citizen Participation

1. Purpose. This memorandum provides for the development of appropriate mechanisms and institutional changes within the Department of Agriculture necessary to establish a focus for citizen participation in USDA operations, activities, and decision making processes.
2. Actions Ordered. There is hereby ordered to be established, reporting to the Director of Economics, Policy Analysis and Budget, a Special Assistant for Citizen Participation who will be responsible for defining and developing a detailed program and plan for the establishment of a strong central focus for citizen participation in USDA activities, operations and decision making processes. In developing this program the Special Assistant for Citizen Participation should foster and encourage to the maximum extent possible, participation of individual citizens and citizen interest organizations.
3. Action Schedule. The Director of Economics, Policy Analysis and Budget in overseeing this activity will develop a detailed schedule for completion of the planning and implementation process. This schedule should be presented to me within 30 days of the date of this memorandum and should be designed to provide me with a completed proposal for the changes necessary to establish a focus for citizen participation in USDA within 120 days of the date of this memorandum.
4. Implementation Actions. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis, and Budget are authorized to take such actions and to authorize such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

USDA ERS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

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5. Codification. The Delegations of Authority and implementation actions provided in this memorandum shall remain in effect for 120 days or until such earlier time as they are published in the Federal Register.

A handwritten signature in black ink, appearing to read "Bob Bergland". The signature is stylized with large, rounded letters and a prominent flourish at the end.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 25, 1978

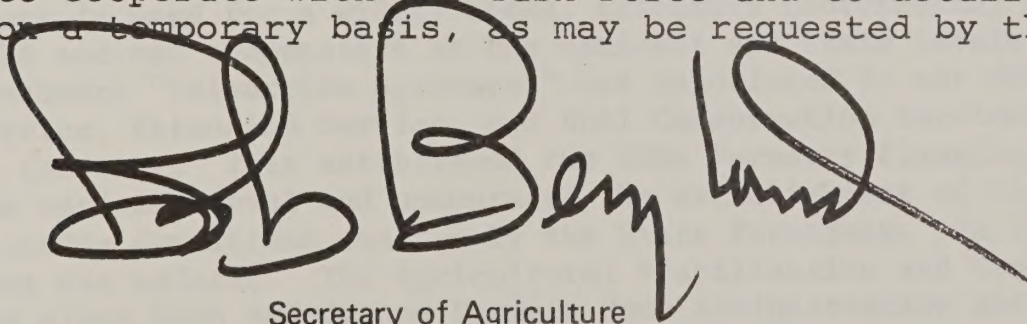
SECRETARY'S MEMORANDUM NO. 1932

Native American Task Force

Many governmental agencies are attempting to meet the special needs of Native Americans. The Department of the Interior is obviously the appropriate lead department in resolving issues relating to Indians. However, the line agencies of USDA carry out programs which have a potential impact on Native American populations. In addition, working in cooperation with other Federal departments and agencies could improve the delivery, availability and effectiveness of Departmental programs as they apply to Native Americans.

Accordingly, there is hereby established a Native American Task Force whose purpose it is to improve the effectiveness of the Department's programs as they apply to Native Americans. The Task Force will be chaired by the Assistant Secretary for Rural Development, and will include the Assistant Secretaries for Conservation, Research and Education, Food and Consumer Services and International Affairs and Commodity Programs. The Task Force will report to the Secretary quarterly, beginning in March, 1978. Policy issues which the Chairman believes to be beyond the role of the Task Force will be referred to the Secretary for consideration by the Program and Budget Review Board.

All agencies of the Department are authorized and directed to cooperate with the Task Force and to detail such personnel, on a temporary basis, as may be requested by the Chairman.



Secretary of Agriculture

USDA ERS NEAD
AGRICULTURAL HISTORY
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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

January 12, 1911

Very respectfully,
The Secretary of the Department of Agriculture,
Washington, D. C.

Dear Sir:

Many of the agricultural interests of the United States are represented in the Department of Agriculture. The Department is the central agency for the collection and dissemination of information regarding the various branches of agriculture. It is the duty of the Department to keep the public informed of the latest developments in the various branches of agriculture, and to assist the various agricultural interests in the United States in their efforts to improve their methods of production.

Accordingly, I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the proposed amendment to the National Pure Food and Drug Act. The Department is at present engaged in a study of the proposed amendment, and will endeavor to make a report on the same as soon as possible. The Department is also engaged in a study of the proposed amendment to the National Pure Food and Drug Act, and will endeavor to make a report on the same as soon as possible.

All members of the Department are authorized and directed to cooperate with the State Police and other law enforcement agencies in the enforcement of the laws of the United States.

Very truly,
Sincerely,
[Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 1, 1978

SECRETARY'S MEMORANDUM NO. 1933

USDA Interagency Coordination of Forestry Programs

Farm and other nonindustrial private ownerships include about three-fifths of the commercial forest lands in the United States. These lands produce a large share of the Nation's timber, provide habitat for wildlife, are important watersheds, provide forage for livestock, and provide recreational opportunities for many more people than the four million landowners. How these lands and resources are managed has important implications for meeting future economic, social, and environmental needs of the Nation's people. There is a clear mandate in legislative actions spanning 100 years for USDA assistance to private landowners in the conservation and management of these lands and resources. USDA agencies and their State and local agency cooperators have an unparalleled delivery system reaching into every county in the United States.

The purpose of this memorandum is to further USDA interagency coordination in forestry planning and to more effectively formulate budget proposals and define agency roles and the delivery programs to the various clientele. Many strengths are evident, and many opportunities exist for increased interagency coordination and cooperation. Strengthened educational programs, technical assistance, and incentives are needed. Coordinated program and budget planning is needed at the Federal and State level to assure a well-balanced, mutually supported mix of agency programs and activities.

USDA Interagency Agreement on Forestry

There is need for a widely based, effective coordinating mechanism for USDA and our cooperators at the national and State levels. In 1966 a benchmark "Tripartite Agreement" was negotiated to set forth the Forest Service, Extension Service, and Soil Conservation Service agency roles in forestry. This established the USDA Forestry Planning Committee at the national level and encouraged the establishment of State Forestry Planning Committees chaired by the State Foresters. In 1974 the agreement was updated. The Agricultural Stabilization and Conservation Service has since been added, and Farmers Home Administration and Cooperative State Research Service have recently participated at the national level. ✓

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AGRICULTURAL HISTORY
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I am directing the USDA Forestry Planning Committee to develop an inter-agency agreement on Forestry. Heads of cooperating organizations will be invited to formally concur in the agreement. These are Chairman, Extension Committee on Policy; President, National Association of State Foresters; President, Association of State College and University Forestry Research Organization; President, National Association of Farmer Elected Committeemen, President National Association of Conservation Districts.

USDA Coordination at the National Level

The membership of the USDA Forestry Planning Committee will include representatives of the following agencies:

- Forest Service, Chairman
- Soil Conservation Service
- Science and Education Administration
- Agricultural Stabilization and Conservation Service
- Farmers Home Administration

The Committee will report to the Assistant Secretary for Conservation, Research, and Education. He will consult with the Assistant Secretaries for International Affairs and Commodity Programs and for Rural Development on all appropriate matters.

Coordination at the State Level

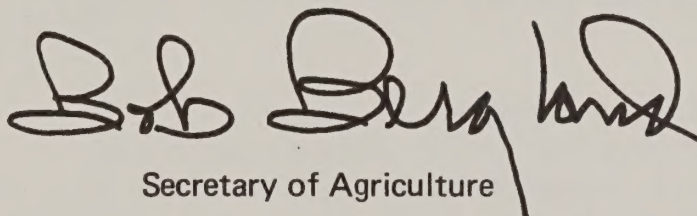
I am directing the heads of the member agencies to promote and help establish an effective forestry committee or other mechanism in each State. The purpose is to coordinate forestry planning, budget proposals, agency roles in education, technical assistance, technology transfer, incentives, etc. The committee should include as a minimum the State heads or representatives of the USDA agencies and their primary State-level cooperators, including university and research interests. Other State and local interests should be involved at the discretion of the committee. Some States may choose to have major policy meetings of all interested parties as needed, on a formal or informal basis, to help guide a smaller "core" committee.

USDA Cooperative Forestry Programs

In his Environmental Message of May 23, 1977, President Carter directed the Secretary of Agriculture to undertake a comprehensive study of the Cooperative Forestry Programs.

On September 13, the report entitled "The Federal Role in the Conservation and Management of Private Nonindustrial Forest Lands" was sent to the President. This report provides an outstanding opportunity for major, coordinated public and private initiatives aimed at the nonindustrial private forests. I am directing the USDA Forestry Planning Committee to follow up with more specific program proposals and initiatives.

It is my intent and expectation that the USDA agencies concerned will provide leadership and action to support the efforts of State and local cooperators, forest landowners, and others to improve the protection, management, productivity, and use of America's nonindustrial private forest lands.

A handwritten signature in black ink, appearing to read "Bob Bergland". The signature is fluid and cursive, with the first name "Bob" being more distinct than the last name "Bergland".

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 24, 1978

SECRETARY'S MEMORANDUM NO. 1933 - REVISED

USDA Interagency Coordination of Forestry Programs

Farm and other nonindustrial private ownerships include about three-fifths of the commercial forest lands in the United States. These lands produce a large share of the Nation's timber, provide habitat for wildlife, are important watersheds, provide forage for livestock, and provide recreational opportunities for many more people than the four million landowners. How these lands and resources are managed has important implications for meeting future economic, social, and environmental needs of the Nation's people. There is a clear mandate in legislative actions spanning 100 years for USDA assistance to private landowners in the conservation and management of these lands and resources. USDA agencies and their State and local agency cooperators have an unparalleled delivery system reaching into every county in the United States.

The purpose of this memorandum is to further USDA interagency coordination in forestry planning and to more effectively formulate budget proposals and define agency roles and the delivery programs to the various clientele. Many strengths are evident, and many opportunities exist for increased interagency coordination and cooperation. Strengthened educational programs, technical assistance, and incentives are needed. Coordinated program and budget planning is needed at the Federal and State level to assure a well-balanced, mutually supported mix of agency programs and activities.

There is need for a widely based, effective coordinating mechanism for USDA and our cooperators at the national and State levels. In 1966 a benchmark "Tripartite Agreement" was negotiated to set forth the Forest Service, Extension Service, and Soil Conservation Service agency roles in forestry. This established the USDA Forestry Planning Committee at the national level and encouraged the establishment of State Forestry Planning Committees chaired by State Foresters. In 1978 the agreement was updated.

Coordination at the National Level

The membership of the USDA Forestry Planning Committee will include representatives of the following agencies:

Forest Service, Chairman
Soil Conservation Service
Science and Education Administration
Agricultural Stabilization and Conservation Service
Farmers Home Administration
Animal and Plant Health Inspection Service *add me*

The Committee will report to the Assistant Secretary for Conservation, Research, and Education. He will consult with the Assistant Secretaries for International Affairs and Commodity Programs, for Marketing Services, and for Rural Development on all appropriate matters.

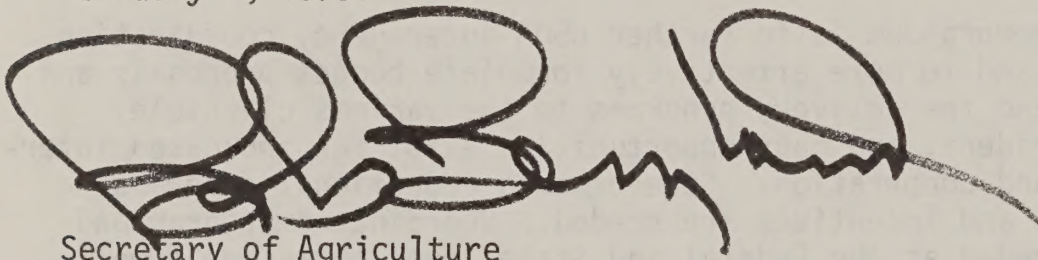
UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

Coordination at the State Level

The purpose of the forestry committee or other mechanism in each State is to coordinate forestry planning, budget proposals, agency roles in education, technical assistance, technology transfer, incentives, etc. The committee should include as a minimum the State level cooperators, including university, research, State departments of agriculture and other State agencies directly involved in action plans, industry, and wildlife interests. Other State and local interests should be involved at the discretion of the interested parties as needed, on a formal or informal basis, to help guide a smaller "core" committee.

It is my intent and expectation that the USDA agencies concerned will provide leadership and action to support the efforts of State and local cooperators, forest landowners, and others to improve the protection, management, productivity, and use of America's nonindustrial private forest lands.

This memorandum supersedes Secretary's Memorandum No. 1933 dated February 1, 1978.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

A,D Distribution Made by
Directives Management Staff
Administrative Services Division

February 6, 1978

SECRETARY'S MEMORANDUM NO. 1934

ANIMAL HEALTH SCIENCE RESEARCH ADVISORY BOARD

The Animal Health Science Research Advisory Board is hereby established in conformance with provisions of the National Agricultural Research, Extension and Teaching Policy Act of 1977 (Title XIV of Public Law 95-113). Establishment of this Board is in the public interest in connection with performance of the duties and responsibilities of the Department.

The Board shall be composed of the following 11 members:

- A representative of the Federal research area of the Science and Education Administration, USDA;
- A representative of the cooperative research area of the Science and Education Administration, USDA;
- A representative of the Animal and Plant Health Inspection Service, USDA;
- A representative of the Bureau of Veterinary Medicine of the Food and Drug Administration, HEW;
- Two persons representing accredited colleges of veterinary medicine;
- Two persons representing State agricultural experiment stations; and
- Three persons representing national livestock and poultry organizations.

All Board members will be appointed by and the Board will report to the Secretary.

The Assistant Secretary for Conservation, Research and Education will be the Chairman of the Board. The Director of Science and Education will be Vice Chairman. A representative of the Science and Education Administration will serve as Executive Secretary and will provide the necessary staff support for the Board.

The Board shall meet at the call of the Secretary, but at least once annually, to consult with and advise the Secretary with respect to the implementation of animal health and disease research programs and to recommend immediate research priorities.

The Board will terminate 5 years from this date, as provided in Public Law 95-113.

The Science and Education Administration is responsible for providing necessary support to the Board; staff support is estimated at approximately 0.2 man-years at an annual cost of \$7,000 in Federal funds. Additional Federal costs are estimated at \$18,000 for travel and per diem for Board members and other Federal employees to attend meetings and for time of Federal employees at Board meetings. In addition, the non-Federal members or their employers will pay costs for time and other expenses estimated at \$7,000 of non-Federal dollars. The expense estimates listed include all private and public funds to be spent by or on behalf of the Board.

This memorandum also serves as charter for the Board.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

*A.D Distribution Made by
Directives Management Staff
Administrative Services Division*

February 6, 1978

SECRETARY'S MEMORANDUM NO. 1934 CORRECTED

ANIMAL HEALTH SCIENCE RESEARCH ADVISORY BOARD

The Animal Health Science Research Advisory Board is hereby established in conformance with provisions of the National Agricultural Research, Extension and Teaching Policy Act of 1977 (Title XIV of Public Law 95-113). Establishment of this Board is in the public interest in connection with performance of the duties and responsibilities of the Department.

The Board shall be composed of the following 11 members:

- A representative of the Federal research area of the Science and Education Administration, USDA;
- A representative of the cooperative research area of the Science and Education Administration, USDA;
- A representative of the Animal and Plant Health Inspection Service, USDA;
- A representative of the Bureau of Veterinary Medicine of the Food and Drug Administration, HEW;
- Two persons representing accredited colleges of veterinary medicine;
- Two persons representing State agricultural experiment stations; and
- Three persons representing national livestock and poultry organizations.

All Board members will be appointed by and the Board will report to the Secretary.

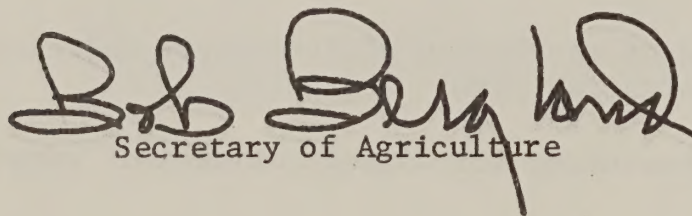
The Assistant Secretary for Conservation, Research and Education will be the Chairman of the Board. The Director of Science and Education will be Vice Chairman. A representative of the Science and Education Administration will serve as Executive Secretary and will provide the necessary staff support for the Board.

The Board shall meet at the call of the Secretary, but at least once annually, to consult with and advise the Secretary with respect to the implementation of animal health and disease research programs and to recommend immediate research priorities.

The Board will terminate 5 years from this date, as provided in Public Law 95-113.

The Science and Education Administration is responsible for providing necessary support to the Board; staff support is estimated at approximately 0.2 man-years at an annual cost of \$7,000 in Federal funds. Additional Federal costs are estimated at \$18,000 for travel and per diem for Board members and other Federal employees to attend meetings and for time of Federal employees at Board meetings. In addition, the non-Federal members or their employers will pay costs for time and other expenses estimated at \$7,000 of non-Federal dollars. The expense estimates listed include all private and public funds to be spent by or on behalf of the Board.

This memorandum also serves as charter for the Board.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

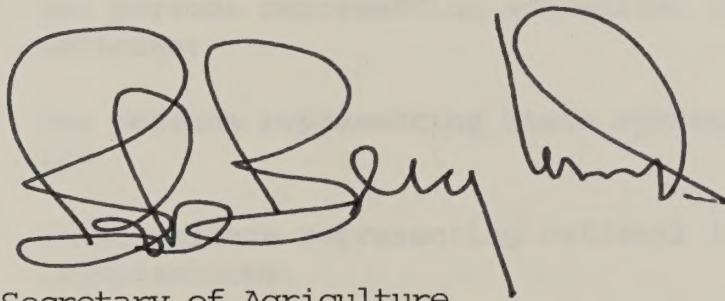
September 5, 1979

SECRETARY'S MEMORANDUM NO. 1934 CORRECTED, SUPPLEMENT NO. 1

Animal Health Science Research Advisory Board

Secretary's Memorandum 1934 Corrected established the Animal Health Science Research Advisory Board. The purpose of the Board is to consult with and advise the Secretary with respect to the implementation of Subtitle E of Public Law 95-113, and to recommend immediate priorities for the conduct of research programs authorized under that Subtitle.

Secretary's Memorandum 1993 dated July 23, 1979 makes certain changes in the organization of the Department. The purpose of this Memorandum is to conform the structure of the Board to the current organization of the Department. Therefore, the Chairman will be the Director of Science and Education and the Vice Chairman will be the Administrator of the Animal and Plant Health Inspection Service.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

February 22, 1980

SECRETARY'S MEMORANDUM NO. 1934, REVISED

ANIMAL HEALTH SCIENCE RESEARCH ADVISORY BOARD

The Animal Health Science Research Advisory Board is hereby continued in conformance with the provisions of the National Agricultural Research, Extension and Teaching Policy Act of 1977 (Title XIV of Public Law 95-113). Continuation of this Board is in the public interest in connection with performance of the duties and responsibilities of the Department.

The Board shall be composed of the following 11 members:

- A representative of Agricultural Research, Science and Education Administration, USDA;
- A representative of Cooperative Research, Science and Education Administration, USDA;
- A representative of the Animal and Plant Health Inspection Service, USDA;
- A representative of the Bureau of Veterinary Medicine of the Food and Drug Administration, HEW;
- Two persons representing accredited colleges of veterinary medicine;
- Two persons representing State agricultural experiment stations; and
- Three persons representing national livestock and poultry organizations.

All Board members will be appointed by and the Board will report to the Secretary.

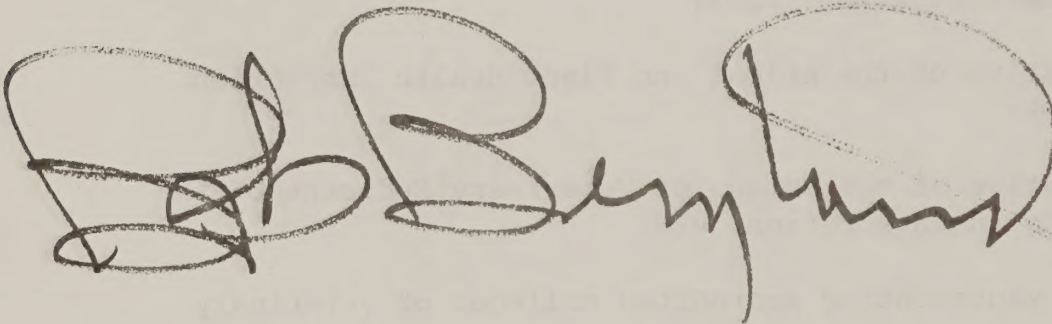
The Director of Science and Education will be Chairman. The Administrator of the Animal and Plant Health Inspection Service will be the Vice-Chairman. A representative of the Science and Education Administration will serve as Executive Secretary and will provide the necessary staff support for the Board.

The Board shall meet at the call of the Secretary, but at least once annually, to consult with and advise the Secretary with respect to the implementation of animal health and disease research programs and to recommend immediate research priorities.

The Board will terminate February 6, 1983, as provided in Public Law 95-113.

The Science and Education Administration is responsible for providing necessary support to the Board; staff support is estimated at approximately 0.25 man-years at an annual cost of \$16,000 in Federal funds. Additional Federal costs are estimated at \$9,000 for travel and per diem for Board members and other Federal employees to attend meetings. In addition, the non-Federal members or their employers will pay costs for other expenses estimated at \$8,000 of non-Federal dollars. The expense estimates listed include all private and public funds to be spent by or on behalf of the Board.

This memorandum also serves as charter for the Board. This memorandum supersedes Secretary's Memorandum Number 1934, corrected, dated February 6, 1978, and Secretary's Memorandum Number 1934, corrected, Supplement Number 1, dated September 5, 1979.

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Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

*A.D. Distribution Made by
Directives Management Staff
Administrative Services Division*

February 16, 1978

SECRETARY'S MEMORANDUM NO. 1935

Responsibility for Department Management Activities

1. Purpose. Strong management programs are basic to USDA program accomplishment and the successful achievement of USDA's mission and goals. In order to provide for priority attention to the management area in USDA and to avoid fragmentation and dilution of effort in the accomplishment of the USDA management program, I have decided to transfer USDA management program responsibilities to the Assistant Secretary for Administration.

2. Changes Ordered. All those functions, authorities, and responsibilities currently delegated to or exercised by or through the Director of Economics, Policy Analysis and Budget as described in paragraph 3 below are ordered to be transferred to the Assistant Secretary for Administration together with such personnel, funds, ceilings, space, equipment, property, records, and other resources as are involved or necessary to their effective performance.

3. Functions, Authorities, and Responsibilities Involved. The ordered changes involve the following areas:

(a) Designation as the Departmental

- (1) Commercial/Industrial Activities Control Officer,
- (2) Committee Management Control Officer,
- (3) Major Systems Acquisition Control Officer, and
- (4) Organization Structure Approval Officer.

(b) All activities carried out by or through the Management Division of the Office of Budget, Planning and Evaluation, including but not limited to the following:

- (1) Productivity and work measurement activities,
- (2) Organizational reviews and analysis,

(3) Management analysis studies and reviews,

(4) Analysis, review and approval of arrangements for the use of consultant services, and

(5) Committee management program.

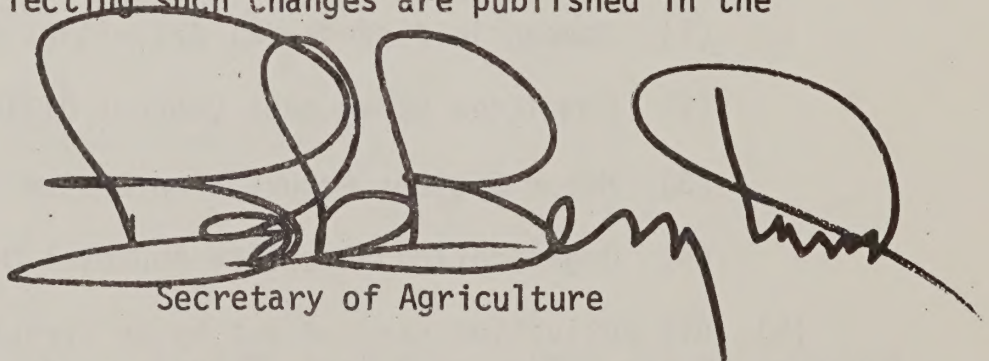
(c) All those functions, authorities, and responsibilities of the Director of Economics, Policy Analysis and Budget relating or necessary to the above designations or to the accomplishment and/or support of the activities and operations of the Management Division of the Office of Budget, Planning and Evaluation.

4. Implementation. The implementation of the ordered changes shall begin immediately. The Assistant Secretary for Administration shall take such actions as are necessary to see that the ordered changes are implemented in an expeditious manner in conformance with paragraph 7 of this memorandum.

5. Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

6. Existing Directives. Prior delegations of authority, administrative regulations and other directives not inconsistent with the provisions of this memorandum remain in full force and effect.

7. Effective Date. The changes ordered by this memorandum shall be implemented within thirty days or at such earlier time as delegations of authority reflecting such changes are published in the Federal Register.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

A,D Distribution Made by
Directives Management Staff
Administrative Services Division

February 16, 1978

SECRETARY'S MEMORANDUM NO. 1936

NATIONAL AGRICULTURAL RESEARCH AND EXTENSION
USERS ADVISORY BOARD

The National Agricultural Research and Extension Users Advisory Board is hereby established in conformance with provisions of the National Agricultural Research, Extension and Teaching Policy Act of 1977 (Title XIV of Public Law 95-113). Establishment of this Advisory Board is in the public interest in connection with performance of the duties and responsibilities of the Department.

The Advisory Board shall be composed of 21 members appointed by the Secretary according to the following categories:

- four members representing producers of agricultural commodities, forest products, and aquacultural products,
- four members representing consumer interests,
- two members representing farm suppliers and food and fiber processors,
- two members representing food marketing interests,
- two members representing environmental interests,
- one member engaged in rural development work,
- two members engaged in human nutrition work,
- one member representing animal health interests,
- one member engaged in transportation of food and agricultural products to domestic or foreign markets,
- one member representing labor organizations primarily concerned with the production, processing, distribution, or transportation of food and agricultural products, and
- one member representing private sector organizations involved in development programs and issues in developing countries.

The Advisory Board shall have general responsibility for preparing independent advisory opinions on the food and agricultural sciences.

The Advisory Board shall have the specific responsibilities for:

(A) reviewing the policies, plans, and goals of programs within the Department of Agriculture involving the food and agricultural sciences, and related programs in other Federal and State departments and agencies and in the colleges and universities developed by the Secretary under Title XIV of P.L. 95-113;

(B) reviewing and assessing the extent of agricultural research and extension being conducted by private foundations and businesses, and the relationships of such research and extension to federally supported agricultural research and extension;

(C) reviewing and providing consultation to the Secretary on national policies, priorities, and strategies for agricultural research and extension for both the short and long term;

(D) assessing the overall adequacy of, and making recommendations to the Secretary with regard to, the distribution of resources and the allocation of funds authorized by Title XIV of P.L. 95-113;

(E) preparing and submitting to the Secretary, not later than October 31 of each year, a statement of recommendations as to allocations of responsibilities and levels of funding among federally supported agricultural research and extension programs, which shall include a review and an assessment of the allocation of funds for agricultural research and extension made for the preceding fiscal year by the organizations represented on the Joint Council on Food and Agricultural Sciences. Minority views, if timely submitted, shall be included in the submission. The Secretary shall submit copies of the statement to the Subcommittee on Food and Renewable Resources of the Federal Coordinating Council for Science, Engineering, and Technology, and the Joint Council on Food and Agricultural Sciences; and

(F) not later than March 1 of each year submitting a report on its appraisal of the President's proposed budget for the food and agricultural sciences for the fiscal year beginning in such year and the recommendations of the Secretary contained in the annual report submitted by the Secretary pursuant to the provisions of section 1410 of Title XIV of P.L. 95-113. Such report shall be submitted to the President, the House Committee on Agriculture, the House Committee on Appropriations, the Senate Committee on Agriculture, Nutrition, and Forestry, and the Senate Committee on Appropriations. The report may include the separate views of members of the Advisory Board. The first report shall be due not later than March 1, 1979.

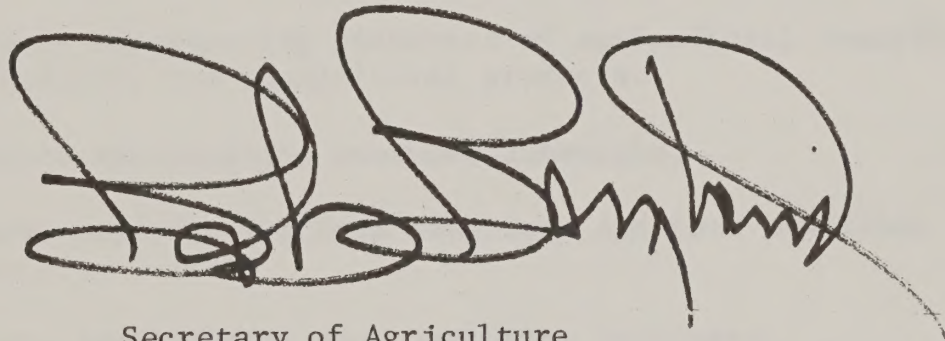
The Advisory Board shall select a chairman and vice chairman from its membership, at its first meeting each year who shall serve in those positions for a term of 1 year. A representative of the Science and Education Administration will serve as Executive Secretary and will provide the necessary staff support for the Advisory Board.

The Advisory Board is required to meet at least once during each 4-month period. At least one meeting each year shall be a combined meeting with the Joint Council on Food and Agricultural Sciences. It may establish panels as needed to facilitate the efforts of the Advisory Board.

The Advisory Board will terminate 5 years from this date, as provided in Public Law 95-113.

The Science and Education Administration is responsible for providing necessary support to the Advisory Board. Staff support is estimated to involve approximately 3.0 man-years at an annual cost of \$190,000 in Federal funds. Additional Federal costs are estimated at \$35,000 for travel and per diem for the Advisory Board members and other Federal employees to attend the meetings and for the time of Federal employees at meetings of the Advisory Board. In addition, the non-Federal members or their employers will pay costs for time and other expenses estimated at \$25,000 of non-Federal dollars. The expense estimates listed include all private and public funds to be spent by or on behalf of the Advisory Board.

This memorandum also serves as a charter for the Advisory Board.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture mentioned in the text below it. The signature is composed of several large, overlapping loops and a long, sweeping tail.

Secretary of Agriculture

The following Board will terminate 2 years from this date, as provided in
Article IV, Section 1.

The Board of Directors of the Corporation is hereby authorized to execute and
deliver the following certificate of incorporation, which shall be valid and
binding upon the Corporation and its successors and assigns, and the
signatures of the Board of Directors shall be valid and binding upon the
Corporation and its successors and assigns, and the signatures of the
Board of Directors shall be valid and binding upon the Corporation and its
successors and assigns, and the signatures of the Board of Directors shall
be valid and binding upon the Corporation and its successors and assigns.

Witness my hand and the seal of the Corporation this 1st day of January, 1911.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

CHT AG HIST BR
NED ESCS USDA
ROOM 140 CHI BLDG

February 22, 1980

SECRETARY'S MEMORANDUM NO. 1936 REVISED

NATIONAL AGRICULTURAL RESEARCH AND EXTENSION
USERS ADVISORY BOARD

The National Agricultural Research and Extension Users Advisory Board is hereby renewed in conformance with provisions of the National Agricultural Research, Extension and Teaching Policy Act of 1977 (Title XIV of Public Law 95-113). Renewal of this Advisory Board is in the public interest in connection with performance of the duties and responsibilities of the Department.

The Advisory Board shall be composed of 21 members appointed by the Secretary according to the following categories to balance membership:

- four members representing producers of agricultural commodities, forest products, and aquacultural products.
- four members representing consumer interests,
- two members representing farm suppliers and food and fiber processors,
- two members representing food marketing interests,
- two members representing environmental interests,
- one member engaged in rural development work,
- two members engaged in human nutrition work,
- one member representing animal health interests,
- one member engaged in transportation of food and agricultural products to domestic or foreign markets,
- one member representing labor organizations primarily concerned with the production, processing, distribution, or transportation of food and agricultural products, and
- one member representing private sector organizations involved in development programs and issues in developing countries.

The Advisory Board shall have general responsibility for preparing independent advisory opinions on the food and agricultural sciences.

The Advisory Board shall have the specific responsibilities for:

(A) reviewing the policies, plans and goals of programs within the Department of Agriculture involving the food and agricultural sciences, and related programs in other Federal and State departments and agencies and in the colleges and universities developed by the Secretary under Title XIV of P.L. 95-113;

(B) reviewing and assessing the extent of agricultural research and extension being conducted by private foundations and businesses, and the relationships of such research and extension to federally supported agricultural research and extension;

(C) reviewing and providing consultation to the Secretary on national policies, priorities, and strategies for agricultural research and extension for both the short and long term;

(D) assessing the overall adequacy of, and making recommendations to the Secretary with regard to the distribution of resources and the allocation of funds authorized by Title XIV of P.L. 95-113;

(E) preparing and submitting to the Secretary, not later than October 31 of each year, a statement of recommendations as to allocations of responsibilities and levels of funding among federally supported agricultural research and extension programs, which shall include a review and an assessment of the allocation of funds for agricultural research and extension made for the preceding fiscal year by the organizations represented on the Joint Council on Food and Agricultural Sciences. Minority views, if timely submitted, shall be included in the submission. The Secretary shall submit copies of the statement to the Subcommittee on Food and Renewable Resources of the Federal Coordinating Council for Science, Engineering, and Technology, and the Joint Council on Food and Agricultural Sciences; and

(F) not later than March 1 of each year submitting a report on its appraisal of the President's proposed budget for the food and agricultural sciences for the fiscal year beginning in such year and the recommendations of the Secretary contained in the annual report submitted by the Secretary pursuant to the provisions of section 1410 of Title XIV of P.L. 95-113. Such a report shall be submitted to the President, the House Committee on Agriculture, the House Committee on Appropriations, the Senate Committee on Agriculture, Nutrition, and Forestry, and the Senate Committee on Appropriations. The report may include the separate views of members of the Advisory Board.

The Advisory Board shall select a chairman and vice chairman from its membership, at its first meeting each year who shall serve in those positions for a term of 1 year. Representatives of the Science and Education Administration will serve as Executive Director and Executive Secretary and will provide the necessary staff support for the Advisory Board.

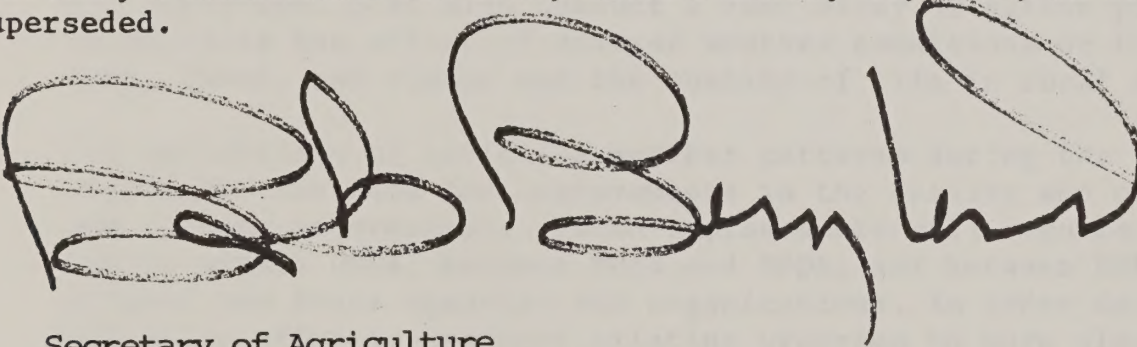
The Advisory Board is required to meet at least once during each 4-month period. At least one meeting each year shall be a combined meeting with the Joint Council on Food and Agricultural Sciences. It may establish panels as needed to facilitate the efforts of the Advisory Board.

Public Law 95-113 provides for the continuance of the Advisory Board through February 1983.

The Science and Education Administration is responsible for providing necessary support to the Advisory Board. Staff support is estimated to involve approximately 3.0 man-years at a cost of \$190,000 per year in Federal funds. Additional Federal costs are estimated to include \$200,400 per year for travel and per diem for the Advisory Board members, \$60,000 per year for other Federal employees to attend the meetings, and \$100,000 per year for other Board costs. Total Federal costs are estimated at \$550,400 per year. In addition, the non-Federal members or their employers will pay costs for other member expenses estimated at \$80,000 per year of non-Federal funds. The total expense estimate of \$630,400 per year includes all private and public funds to be spent by or on behalf of the Advisory Board.

This memorandum also serves as a charter for the Advisory Board.

Secretary's Memorandum No. 1936, dated February 16, 1978, is hereby superseded.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture, is written over the text of the memorandum.

Secretary of Agriculture

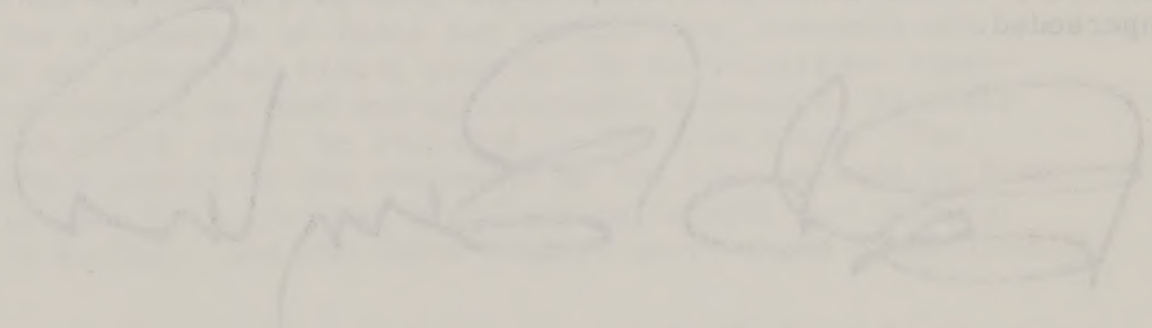
The Advisory Board is required to meet at least once during each 4-month period. At least one meeting each year shall be a closed meeting with the Joint Council on Food and Agricultural Research. It may establish subcommittees as needed to facilitate the work of the Advisory Board.

Article 12-17 provides for the composition of the Advisory Board through February 1982.

The Science and Education Administration is responsible for providing necessary support to the Advisory Board. Staff support is estimated to be approximately \$1.0 million at a cost of \$150,000 per year in Federal funds. Additional Federal costs are estimated to include \$100,000 per year for travel and per diem for the Advisory Board members, \$40,000 per year for other Federal employees to attend the meetings, and \$100,000 per year for other Board costs. Total Federal costs are estimated at \$290,000 per year. In addition, the non-Federal members of their employees will pay costs for other member expenses estimated at \$20,000 per year at non-Federal expense. The total expense estimate of \$310,000 per year includes all private and public funds to be spent by or on behalf of the Advisory Board.

This memorandum also serves as a charter for the Advisory Board.

Secretary's Recommendation: In 1982, dated February 16, 1982, as hereby recommended.



Secretary of Agriculture

Enclosed for the Secretary of Agriculture are two copies of the Advisory Board Charter and one copy of the Advisory Board Charter and one copy of the Advisory Board Charter. The Advisory Board Charter is a document that describes the purpose, mission, and organization of the Advisory Board. The Advisory Board Charter is a document that describes the purpose, mission, and organization of the Advisory Board. The Advisory Board Charter is a document that describes the purpose, mission, and organization of the Advisory Board.

Very truly yours,
[Signature]
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

A,D Distribution Made by
Directives Management Staff
Administrative Services Division

February 17, 1978

SECRETARY'S MEMORANDUM NO. 1937

WEATHER AND CLIMATE: AUTHORITY AND RESPONSIBILITIES

PURPOSE. This Memorandum sets out authorities and responsibilities in the Department of Agriculture (USDA) with regard to policies, programs, and activities relating to weather and climate.

BACKGROUND. The National Oceanic and Atmospheric Administration (NOAA) has the lead responsibility for collecting and reporting climate and weather data. The Department of Agriculture has broad responsibilities relating to the development and use of climate and weather information in executing its program responsibilities. These include the collection, analysis, monitoring and dissemination of domestic and international climatic and weather information for special uses. In addition, the USDA has certain responsibilities for research on weather and its impacts on a wide variety of activities including the domestic and foreign production of food and fiber. The Department must also conduct a vast array of action programs designed to minimize the effect of adverse weather conditions on the production of food, fiber, and timber and the quality of life in rural America.

The variability of worldwide weather patterns during the past few years highlights the need for improvements in the quality and use of weather and climate information. These improvements will require better coordination within USDA, between NOAA and USDA, and between USDA and other Federal and State agencies and organizations, in order to eliminate duplicative efforts, reorient existing programs to more closely align with current needs and, where appropriate, to develop new programs and eliminate those that are obsolete.

AUTHORITY. Authority to accomplish the external coordination of climate and weather activities for USDA and to insure appropriate representation for the Department with NOAA and other outside organizations and agencies regarding these matters is hereby delegated to the Director of Economics, Policy Analysis, and Budget. In this capacity, the Director will advise the Secretary of Agriculture on climate and weather activities, and coordinate the development of policy options for consideration by the Program and Budget Review Board. In addition, the Director shall arrange for appropriate representation to attend all meetings, hearings, and task forces held outside the Department requiring such representation.

Weather and climate information and monitoring activities within the Department are to be coordinated by the Chairman of the World Food and Agricultural Outlook and Situation Board (WFAOSB), who shall serve as the representative of the Director of Economics, Policy Analysis, and Budget, and as such shall be the Department's overall focal point for weather and climate information and impact assessment.

To increase the effectiveness of the Department's internal coordination of weather and climate activities, a standing committee is created within the Department of Agriculture entitled, "USDA Weather and Climate Program Coordinating Committee." The Committee shall be composed of representatives of the heads of the following agencies:

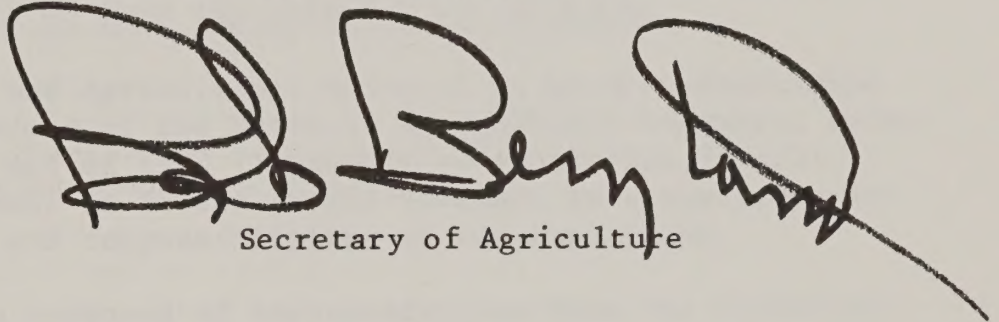
Agricultural Stabilization and Conservation Service
Economics, Statistics and Cooperatives Service
Foreign Agricultural Service
Forest Service
Soil Conservation Service
Science and Education Administration

The Committee shall operate under the general guidance and direction of the Director of Economics, Policy Analysis and Budget, the Assistant Secretary for Conservation, Research and Education, and the Assistant Secretary for International Affairs and Commodity Programs. The Chairman of the World Food and Agricultural Outlook and Situation Board shall serve as Executive Secretary of the Coordinating Committee. Responsibilities of the Committee include:

1. Developing policy options and position statements with respect to weather and climate activities for consideration by the Program and Budget Review Board.
2. Developing an annual USDA program statement covering research and operational activities for all agencies.
3. Coordinating the implementation of approved weather and climate policies and programs.
4. Developing joint plans for conducting existing or new program activities.
5. Resolving issues of duplication or fragmentation and recommending adjustments to Departmental programs relating to weather and climate.

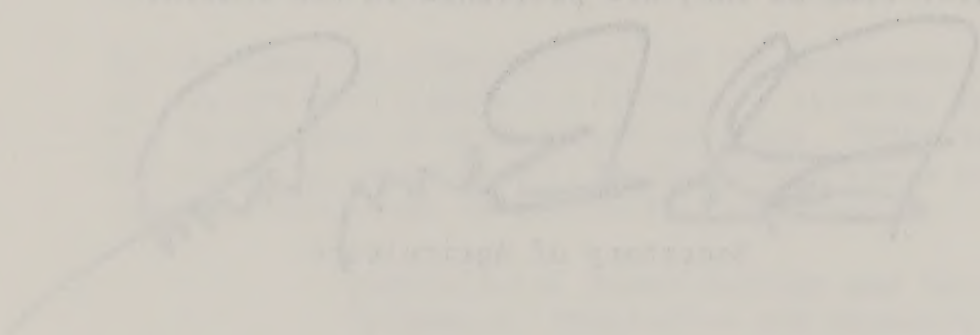
The delegations of authority provided in this memorandum shall in no way be used to alter existing responsibilities for weather and climate activities in either the research or operations of the various USDA agencies.

The authorities delegated by this memorandum shall remain in effect for 90 days or until such earlier time as they are published in the Federal Register.



Secretary of Agriculture

The depositions are authorized provided in this memorandum - that is to say
be used to obtain existing responsibilities for members and citizens active
in the various organizations of the various health agencies
The authorized depositions by their memorandum shall remain in effect for
90 days or until such further time as they are published in the Federal
Register.


Director of Department of Justice

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

A.D. Distribution Made by
Directives Management Staff
Administrative Services Division

February 21, 1978

SECRETARY'S MEMORANDUM NO. 1938

JOINT COUNCIL ON FOOD AND AGRICULTURAL SCIENCES

The Joint Council on Food and Agricultural Sciences is hereby established in conformance with provisions of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (Title XIV of Public Law 95-113). Establishment of this Council is in the public interest in connection with performance of the duties and responsibilities of the Department.

The Joint Council shall be composed of representatives from the following organizations and interests: USDA agencies with significant research, extension, and teaching responsibilities, the Office of Science and Technology Policy of the Executive Office of the President, land-grant colleges and universities, State agricultural experiment stations, cooperative extension services, other institutions, producers, and the public. All members of the Council will be appointed by the Secretary.

The primary responsibility of the Joint Council shall be to foster coordination of the agricultural research, extension, and teaching activities of the Federal Government, the States, colleges and universities, and other public and private institutions and persons involved in the food and agricultural sciences.

The Joint Council's responsibilities shall also be to:

(A) provide a forum for the interchange of information among the organizations represented by the members of the Joint Council that will assure improved awareness among these organizations concerning the agricultural research, extension, and teaching programs, results, and directions of each organization;

(B) analyze and evaluate the economic, environmental, and social impacts of agricultural research, extension, and teaching programs conducted in the United States and determine high priority agricultural research areas, and submit annual reports identifying such high priority research areas to the Secretary;

(C) develop and review the effectiveness of a system, for use by the Secretary, of compiling, maintaining, and disseminating information about each federally supported agricultural research or extension project and, to the maximum extent possible, information about private agricultural research and extension projects conducted by colleges and universities, foundations, contract research groups, businesses, and others. Information about private agricultural research and extension projects shall not be included in this

system unless they are partially or entirely funded by the Federal Government or the organizations sponsoring the projects agree to the inclusion of information about such projects;

(D) assist the parties in developing, reviewing, and evaluating memoranda of understanding or other documents that detail the terms and conditions between the Secretary and the participants in agricultural research, extension, and teaching programs under Title XIV of P.L. 95-113 (the Act) and other Acts;

(E) assist the Secretary in carrying out the responsibilities assigned to the Secretary under the Act through planning and coordination efforts in the food and agricultural sciences that utilize an effective system of regional and national planning, and by the development of recommendations and reports describing current and long-range needs, priorities, and goals in the food and agricultural sciences and means to achieve these goals;

(F) develop, and review the effectiveness of guidelines for use by the Secretary in making competitive grants under section 2(b) of the Act of August 4, 1965 (79 Stat. 431; 7 U.S.C. 450i), as amended by section 1414 of the Act; and

(G) prepare and submit to the Secretary, not later than December 31 of each year, a statement of recommendations which shall include:

(i) the Joint Council's recommendations as to unified national, regional, or interstate agricultural research, extension, or teaching programs to be implemented during the following fiscal year, delineating suggested areas of responsibility for Federal and State agencies in carrying out such programs, and the overall planning, evaluation, coordination, and support necessary for such programs, and

(ii) a summary of agricultural research, extension, and teaching achievements made during, and the status of ongoing projects as of the end of, the prior fiscal year, with respect to the programs conducted by the organizations represented by the members of the Joint Council.

Minority views, if timely submitted, shall be included in the submission. The Secretary shall submit copies of the statement to the Subcommittee on Food and Renewable Resources of the Federal Coordinating Council for Science, Engineering, and Technology, and the National Agricultural Research and Extension Users Advisory Board.

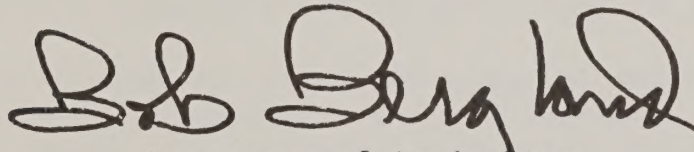
The Joint Council shall be jointly chaired by the Assistant Secretary for Conservation, Research, and Education and a person to be elected from among the non-Federal membership of the Joint Council. The Executive Secretary will be the Deputy Director for Joint Planning and Evaluation of the Science and Education Administration. The Council is required to meet once during each 3-month period. At least one meeting each year shall be a combined meeting with the National Agricultural Research and Extension Users Advisory Board.

The Joint Council may establish subgroups and task forces as needed to facilitate the efforts of the Joint Council.

The Council will terminate 5 years from this date, as provided in P.L. 95-113.

The Science and Education Administration is responsible for providing necessary support to the Joint Council. Staff support is estimated to involve approximately 3.0 man-years at an annual cost of \$190,000 in Federal funds. Additional Federal costs are estimated at \$41,000 for travel and per diem for the Council members and other Federal employees to attend meetings and for time of Federal employees at Council meetings. In addition, the non-Federal members or their employers will pay costs for time and other expenses estimated at \$13,000 of non-Federal dollars. The expense estimates listed include all private and public funds to be spent by or on behalf of the Joint Council.

The memorandum also serves as a charter for the Council.



Secretary of Agriculture

The first of these is the fact that the Commission has not yet received any information from the Government of the United Kingdom regarding the proposed changes in the law.

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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March 4, 1980

SECRETARY'S MEMORANDUM NO. 1938, REVISED

JOINT COUNCIL ON FOOD AND AGRICULTURAL SCIENCES

The Joint Council on Food and Agricultural Sciences is hereby rechartered in conformance with provisions of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (Title XIV of Public Law 95-113).

Continuation of the Joint Council is in the public interest to carry out congressional intent in Title XIV of Public Law 95-113 to bring about more effective research, extension, and teaching in the food and agricultural sciences in the United States.

The primary responsibility of the Joint Council shall be to foster planning and coordination of agricultural research, extension, and teaching activities of the Federal Government, the States, colleges and universities, and other public and private institutions and persons involved in the food and agricultural sciences.

The Joint Council's responsibilities shall also be to:

(A) provide a forum for the interchange of information among the organizations represented by the members of the Joint Council that will assure improved awareness among these organizations concerning the agricultural research, extension, and teaching programs, results, and directions of each organization;

(B) analyze and evaluate the economic, environmental, and social impacts of agricultural research, extension, and teaching programs conducted in the United States and determine high priority agricultural research areas, and submit annual reports identifying such high priority research areas to the Secretary;

(C) develop and review the effectiveness of a system of compiling, maintaining, and disseminating information about each federally supported agricultural research or extension project and, to the maximum extent possible, information about private agricultural research and extension projects conducted by colleges and universities, foundations, contract research groups, businesses, and others. Information about private agricultural research and extension projects shall not be included in this system unless they are partially or entirely funded by the Federal Government or the organizations sponsoring the projects agree to the inclusion of information about such projects;

(D) assist the parties in developing, reviewing, and evaluating memoranda of understanding or other documents that detail the terms and conditions between the Secretary and the participants in agricultural research, extension, and teaching programs under Title XIV of P.L. 95-113 (the Act) and other Acts;

(E) assist the Secretary in carrying out the responsibilities assigned to the Secretary under the Act through planning and coordination efforts in the food and agricultural sciences that utilize an effective system of regional and national planning, and by the development of recommendations and reports describing current and long-range needs, priorities, and goals in the food and agricultural sciences and means to achieve these goals:

(F) develop, and review the effectiveness of guidelines for use by the Secretary in making competitive grants under section 2(b) of the Act of August 4, 1965 (79 Stat. 431; 7 U.S.C. 450i), as amended by section 1414 of the Act; and

(G) prepare and submit to the Secretary, not later than December 31 of each year, a statement of recommendations which shall include:

(i) the Joint Council's recommendations as to unified national, regional, or interstate agricultural research, extension, or teaching programs to be implemented during the following fiscal year, delineating suggested areas of responsibility for Federal and State agencies in carrying out such programs, and the overall planning, evaluation, coordination, and support necessary for such programs, and

(ii) a summary of agricultural research, extension, and teaching achievements made during, and the status of ongoing projects as of the end of, the prior fiscal year, with respect to the programs conducted by the organizations represented by the members of the Joint Council.

Information produced by the partners working together through the Joint Council, especially outputs from its regional and national planning and coordination efforts, will be disseminated widely among public and private research, teaching, and extension staff and administrators in the food and agriculture science and education system.

Minority views, if timely submitted, shall be included in Joint Council reports and submissions. Copies of Joint Council statements shall be submitted to the Subcommittee on Food and Renewable Resources of the Federal Coordinating Council for Science, Engineering, and Technology, and the National Agricultural Research and Extension Users Advisory Board.

The Joint Council shall be composed of representatives from the following organizations and interests: USDA agencies with significant research, extension, and teaching responsibilities, the Office of Science and Technology Policy of the Executive Office of the President, Land-Grant colleges and universities, State agricultural experiment stations, State cooperative extension services, other institutions, producers, and the public.

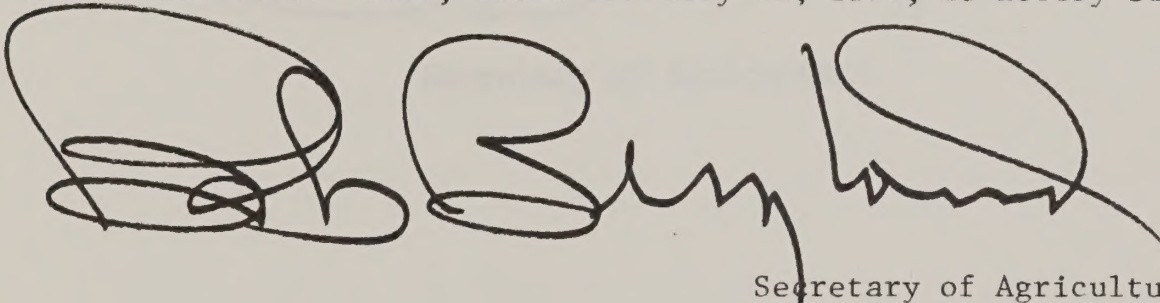
The Joint Council shall be jointly chaired by the Director of Science and Education and a person to be elected from among the non-Federal membership of the Joint Council. The Council is required to meet once during each 3-month period. At least one meeting each year shall be a combined meeting with the National Agricultural Research and Extension Users Advisory Board.

The Joint Council may establish subgroups and task forces as needed to facilitate the efforts of the Joint Council.

The Council will terminate September 30, 1982, as provided in P.L. 95-113.

The Science and Education Administration is responsible for providing necessary support to the Joint Council. Staff support is estimated at \$100,000 per year in Federal funds. Additional Federal costs are estimated at \$360,000 per year for travel and per diem for the Council members, other Federal employees, and members of Council's study groups, ad hoc panels, and other operational committees to attend meetings; \$235,000 per year for the time of Federal employees at meetings; and \$175,000 per year for outside services, goods, supplies, and other materials used in support of Joint Council activities. In addition, the non-Federal members or their employers will pay for travel and per diem costs estimated at \$26,000 of non-Federal dollars. The expense estimates listed include all public and private funds to be spent by or on behalf of the Joint Council.

The Memorandum also serves as a charter for the Council. Secretary's Memorandum Number 1938, dated February 21, 1978, is hereby superseded.

A large, stylized handwritten signature in black ink, likely belonging to the Secretary of Agriculture mentioned in the text below it.

Secretary of Agriculture

The Joint Council shall be jointly chaired by the Director of Prison and Probation and a person to be elected from among the non-elected members of the Joint Council. The Council is required to meet once during each 12-month period. At least one meeting each year shall be a meeting dealing with the National Historical Research and Extension Unit's Advisory Board.

The Joint Council may petition and call for action as needed to facilitate the work of the Joint Council.

The Council will convene September 10, 1991, at 10:00 a.m. in E.1. 05-11.

The Council will be jointly chaired by the Director of Prison and Probation and a person to be elected from among the non-elected members of the Joint Council. The Council is required to meet once during each 12-month period. At least one meeting each year shall be a meeting dealing with the National Historical Research and Extension Unit's Advisory Board. The Council will be jointly chaired by the Director of Prison and Probation and a person to be elected from among the non-elected members of the Joint Council. The Council is required to meet once during each 12-month period. At least one meeting each year shall be a meeting dealing with the National Historical Research and Extension Unit's Advisory Board. The Council will be jointly chaired by the Director of Prison and Probation and a person to be elected from among the non-elected members of the Joint Council. The Council is required to meet once during each 12-month period. At least one meeting each year shall be a meeting dealing with the National Historical Research and Extension Unit's Advisory Board.

The Council will be jointly chaired by the Director of Prison and Probation and a person to be elected from among the non-elected members of the Joint Council. The Council is required to meet once during each 12-month period. At least one meeting each year shall be a meeting dealing with the National Historical Research and Extension Unit's Advisory Board.



Director of Prison and Probation

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

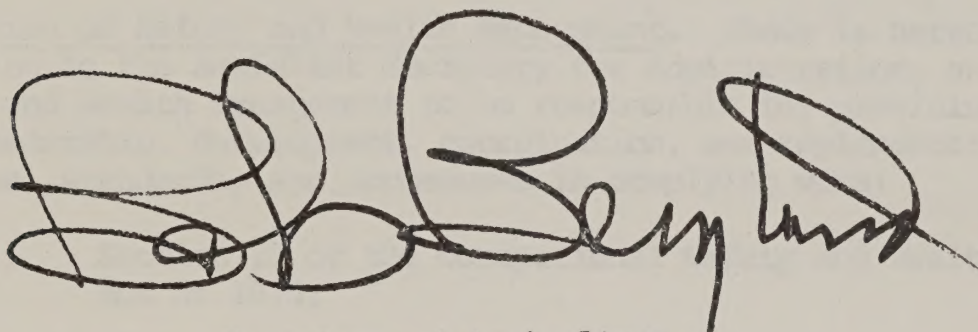
A.D. Distribution Made by
Directives Management Staff
Administrative Services Division

March 6, 1978

SECRETARY'S MEMORANDUM NO. 1939

Harry S. Truman Animal Import Center

Effective March 1, 1978, the United States Department of Agriculture Animal Import Center, located at Fleming Key, Florida, is designated the Harry S. Truman Animal Import Center.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 6, 1958

MEMORANDUM FOR THE SECRETARY

Re: H. J. Brown Animal Import Center

Reference is made to a letter from the U. S. Department of Agriculture dated March 4, 1958, to the U. S. Department of Agriculture, Animal Import Center, located at Florida, is designated the H. J. Brown Animal Import Center.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

A.D Distribution Made by
Directives Management Staff
Administrative Services Division

March 27, 1978

SECRETARY'S MEMORANDUM NO. 1940

Establishment of Office of Safety and Health Management

1. Purpose. This Memorandum provides appropriate mechanisms and institutional changes within the Department of Agriculture necessary to provide an effective, comprehensive USDA Safety and Health Program.
2. Office of Safety and Health Management. There is hereby established, reporting to the Assistant Secretary for Administration, an Office of Safety and Health Management to be responsible for providing Department-wide leadership, development, coordination, and implementation of policies, standards, and procedures in complying with:
 - (i) Section 19 of the Occupational Safety and Health Act of 1970;
 - (ii) Executive Order 11807; and
 - (iii) Guidelines of the Department of Labor related to Safety and Health of Federal employees.

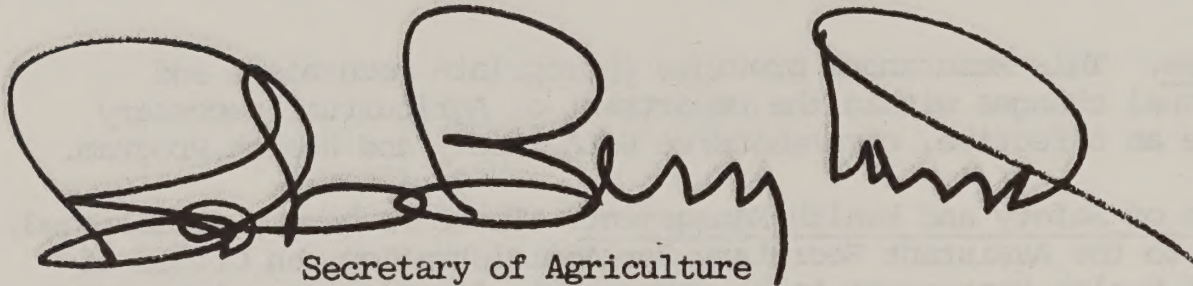
It shall also be the function of the Office of Safety and Health Management to coordinate safety and health activities by and for the Department to ensure that safety and health considerations are included in all USDA activities, operations, and decisionmaking processes.

3. Functions Transferred. The following functions are transferred to the Office of Safety and Health Management:
 - a. Those functions currently performed by the Safety and Health Officer, Office of Personnel;
 - b. Those functions performed by the Medical Officer and the Health Unit, Office of Personnel.

4. Incidental Transfers. The Assistant Secretary for Administration and the Director, Economics, Policy Analysis and Budget will coordinate the transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.

5. Existing Directives. Prior delegations of authority, regulations, and other directives not inconsistent with the provisions of this Memorandum shall remain in effect until modified or superseded.

6. Termination. The delegations of authority provided in this Memorandum shall remain in effect for ninety days or until such earlier time as they are published in the Federal Register.

A large, stylized handwritten signature in black ink, appearing to read "D. B. Bennett", is written over the printed title. The signature is fluid and cursive, with a large loop at the end.

Secretary of Agriculture

obsolete

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

X
March 29, 1978

SECRETARY'S MEMORANDUM NO. 1941

Establishment of the Office of Energy and Departmental
Mechanisms to Coordinate Energy Matters

1. Policy. Energy is an important input of agriculture and the food and fiber industries. About 22 percent of the total energy used in the United States is related to the production, processing, marketing and consumption of food, natural fibers and forest products.

The Nation is evolving an energy policy. It will have significant implications for agriculture and rural America. The utilization and conservation of energy and the development of new sources of energy in agriculture and rural areas will be an important part of that policy. The protection of rural and agricultural lands and communities against adverse effects of strip mining and other energy development activities will also be an important part of that policy.

It is the policy of the Department of Agriculture to participate in and contribute to policies, programs and activities leading to the long term solution of the Nation's energy problems, in ways that are consistent with the maintenance of healthy and viable food, fiber, and agricultural sectors of the economy and of a progressive rural America.

In order to implement this policy, I am establishing the following procedures and positions.

2. Establishment of Office. There is hereby established, reporting to the Secretary, an Office of Energy. This Office will be headed by a Director who shall also serve as an Assistant to the Secretary. This Office will have the following duties and responsibilities:
 1. Serve as a focal point for all USDA energy and energy-related matters including such responsibilities as may be given to the Secretary regarding the allocation of scarce energy resources;

2. Develop USDA energy and energy-related policies and strategies;
3. Advise the Secretary and other policy-level officials of the Department on energy policies and programs;
4. Review and evaluate USDA energy and energy-related programs and progress;
5. Coordinate USDA programs to meet energy and energy-related goals;
6. Represent the Department at conferences, meetings, and other contacts where energy matters are discussed, including liaison with the Department of Energy and other governmental agencies and departments; and
7. Work with the Office of Governmental and Public Affairs to maintain Congressional and public contacts in energy matters including development of legislative proposals, preparation of reports on legislation pending in Congress, appearances before Congressional Committees, and related activities.

3. Energy Coordinating Committee.

A. Establishment and Functions. There is hereby established within the Department an Energy Coordinating Committee to:

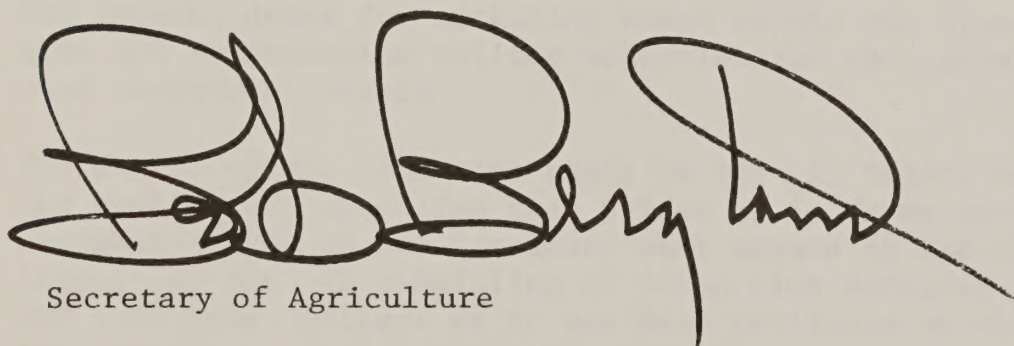
1. Coordinate and review energy issues and programs and identify options for implementing Departmental energy policies;
2. Make recommendations and assist in actions so that the Department can meet its energy-related responsibilities in research and development, data analysis, technology transfer, technical assistance, financial assistance, regulation, management of Federal natural resources, rural development and other areas;

B. Membership and Chairman. The Committee will be composed of:

1. The Deputy Assistant Secretary for International Affairs and Commodity Programs;
2. The Deputy Assistant Secretary for Rural Development;
3. The Deputy Assistant Secretary for Marketing Services;
4. The Deputy Assistant Secretary for Food and Consumer Services;
5. The Deputy Assistant Secretary for Conservation, Research, and Education;
6. The Deputy Assistant Secretary for Administration;

7. The Deputy Director of Economics, Policy Analysis and Budget;
 8. A representative of the Director, Office of Governmental and Public Affairs, to be designated by the Director;
 9. A representative of the General Counsel, to be designated by the General Counsel; and
 10. The Director, Office of Energy shall be the Chairman of the Committee.
4. Administrative Support. Administrative support for the Office of Energy will be provided by the Assistant Secretary for Administration.
 5. Incidental Transfers. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this Memorandum.
 6. Existing Directives. Prior Delegations of Authority, Administrative Regulations and other directive material not inconsistent with the provisions of this Memorandum remain in effect.
 7. Codification. The Delegations of Authority provided in this Memorandum shall remain in effect for ninety days or until such earlier time as they are published in the Federal Register.

Secretary's Memorandum No. 1921, dated July 27, 1977, is hereby superceded.



Secretary of Agriculture

1. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:
2. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:
3. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:
4. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:
5. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:
6. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:
7. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:
8. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:
9. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:
10. The Board of Directors of the Corporation, after consulting with the Board of Directors of the Corporation, has decided to recommend to the Board of Directors of the Corporation the following:

[Handwritten signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 4, 1978

SECRETARY'S MEMORANDUM NO. 1942

Flue-Cured Tobacco Advisory Committee

The Secretary of Agriculture has the responsibility for providing tobacco inspection services, under the Tobacco Inspection Act, 7 U.S.C. 511-511q, to all auction markets designated pursuant to that Act. Without said inspection services no tobacco may be sold at auction in any designated market.

In order for the Secretary to provide inspection services under the Act in a manner equitable to all producers and to promote an orderly marketing system, there is a need to obtain information from representatives of all segments of the flue-cured tobacco industry about the complex tobacco auction marketing area so that the most efficient use may be made of the limited number of competent tobacco inspectors available.

To accomplish this purpose, the Flue-Cured Tobacco Advisory Committee is hereby renewed. The committee will serve an essential public function. Renewal of the committee is in the public interest in connection with the duties imposed upon the Secretary by law.

The objective of the committee will be to aid the Secretary in making an equitable apportionment and assignment of tobacco inspectors by recommending opening dates for marketing areas within the flue-cured tobacco growing area and recommending selling schedules for the marketing areas and each warehouse therein.

The duties of the committee shall be to: 1) Select such officers from its members and establish such bylaws as it deems necessary; 2) Make recommendations to the Secretary with regard to the placement of tobacco inspectors and the scheduling of inspection services at designated markets and such other matters as it may deem advisable or which the Secretary, Administrator, Agricultural Marketing Service, or Director, Tobacco Division, Agricultural Marketing Service may request; 3) Accept from any tobacco producer, trade or business organization or Government agency such information pertinent to the efficient placement of inspectors and inspection scheduling as may be offered or requested and to consider the same in making its recommendations.

The committee shall report to the Director, Tobacco Division, Agricultural Marketing Service. Membership requirements are contained in program regulations (7 CFR 29.9403) and provide for a balanced membership representing all segments of the flue-cured tobacco industry. The committee shall consist of 37 members -- 20 producers, 9 warehousemen, and 8 buyers. To the extent practicable, ethnic, racial, and sexual balance will also be sought within the above committee composition requirements. Committee members and alternates will be appointed by the Secretary.

The committee will meet an estimated seven times each year in preparation for and throughout the marketing season for flue-cured tobacco. Pursuant to Section 10(e) and (f) of Public Law 92-463, an employee of the Tobacco Division, Agricultural Marketing Service, shall represent the Department of Agriculture at each meeting and shall perform the duties and responsibilities set forth in such law.

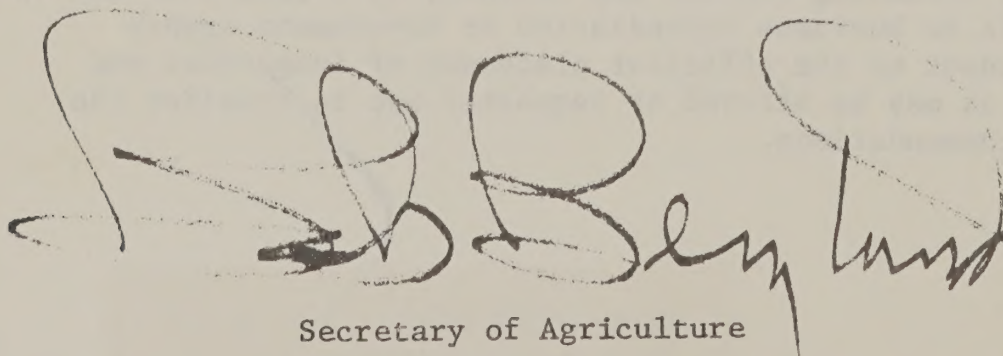
The organization having primary responsibility for the operation of this committee and for providing operating costs and staff support is the Tobacco Division, Agricultural Marketing Service.

Federal costs associated with the operation and support of this committee are estimated at \$13,000 annually. Of this amount \$10,975 covers travel expenses, including per diem expenses incurred by advisory committee members, and Department employees. Federal staff support is estimated at 0.2 man-years representing \$2,025 in annual costs. In addition, committee members and consultants, or their employers, will pay an estimated \$20,500 annually over and above those costs reimbursed by the Federal Agency. The estimate of annual operating costs includes all private and public funds to be spent by, or on behalf of, the committee.

The duties of the committee cannot reasonably be completed in less than 2 years. The committee shall terminate 2 years from the date of this Memorandum unless a determination is made, not more than 60 days prior to that date, that its continued existence is in the public interest.

This Memorandum also serves as the charter for the Flue-Cured Tobacco Advisory Committee.

Secretary's Memorandum No. 1897, dated April 28, 1976, is hereby superseded.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 6, 1978

April 6 1978

SECRETARY'S MEMORANDUM NO. 1943

OFFICIAL TRAVEL IN FOREIGN COUNTRIES

The purpose of this memorandum is to clarify and reiterate foreign travel policy of the Department. The Administrative Regulations (7 AR 557) place several responsibilities on Department employees traveling overseas on official business. The responsibilities include notifying the Foreign Agricultural Service's Agricultural Attache upon arrival in the Attache's country(ies) of responsibility, providing travel itineraries to the Foreign Agricultural Service, use of an official passport and returning the passport upon completion of the trip.

The Foreign Agricultural Service has for years provided foreign travel assistance to all USDA agencies. This assistance includes obtaining passports, visas, coordinating State Department medical clearances, and obtaining tickets when requested.

To effectively perform these services, FAS needs the full cooperation of all employees traveling on official business to foreign countries and adherence to the regulations. In many cases, agency decisions have been made requiring overseas travel without sufficient notification to FAS.

In addition, the Office of the Inspector General has found through its audits, that many times the traveler does not contact the Agricultural Attache upon arrival in the Attache's country(ies) of responsibility.

To improve the Department's effectiveness in this area, I have delegated to the Assistant Secretary for International Affairs and Commodity Programs, who in turn has delegated to the Administrator of the Foreign Agricultural Service, specific authority to establish and administer for the Department regulations necessary to carry out its responsibility for foreign travel service to the Department. The Foreign Agricultural Service with my concurrence, set forth the following mandatory requirements for all persons traveling overseas. All USDA employees traveling to a foreign country on official business MUST:

- a. Have and use an official passport for such travel;
- b. Submit an AD-121, Passport Request and AD-556, Visas and Passport Clearance Information in accordance with 7 AR 557;

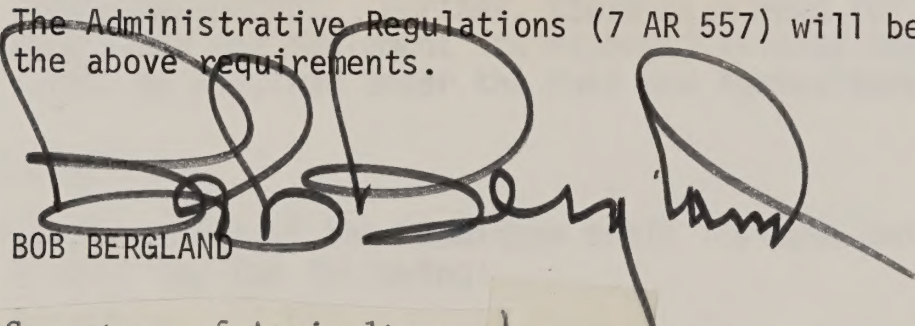
TRAVEL

- c. Submit an AD-750, Foreign Travel Itinerary, and a revised itinerary for any changes in accordance with 7 AR 557c;
- d. Obtain a State Department medical examination if anticipated trip is over 90 days or is for permanent assignment in accordance with FPM-339-14;
- e. Obtain travel security clearance from the Office of Personnel;
- f. Contact the Agricultural Attache or, in the Attache's absence, such other diplomatic officers of the United States, as may be appropriate, upon arrival in their country(ies) of responsibility and before transaction of business with officials of foreign governments;
- g. Upon termination of official travel, return passport to the Foreign Travel Section, FAS, within five working days;

In addition, agencies holding passports for frequent short notice trips by their employees, must justify by March 1 each year, such need in a memorandum signed by the agency head.

Noncompliance with the above may result in disciplinary action. Upon the request of Foreign Agricultural Service, the Office of the Inspector General will investigate the noncompliance and make appropriate recommendations to the agency head.

The Administrative Regulations (7 AR 557) will be revised to reflect the above requirements.



BOB BERGLAND

Secretary of Agriculture

1. The purpose of this document is to provide information regarding the procedures for the issuance of official travel orders. This document is intended for use by all personnel who are responsible for the processing of such orders.

2. The procedures for the issuance of official travel orders are as follows: (a) The request for travel must be submitted to the appropriate authority in writing. (b) The request must be approved by the appropriate authority. (c) The approved request must be forwarded to the appropriate authority for the issuance of the travel order.

3. The procedures for the issuance of official travel orders are as follows: (a) The request for travel must be submitted to the appropriate authority in writing. (b) The request must be approved by the appropriate authority. (c) The approved request must be forwarded to the appropriate authority for the issuance of the travel order.

4. The procedures for the issuance of official travel orders are as follows: (a) The request for travel must be submitted to the appropriate authority in writing. (b) The request must be approved by the appropriate authority. (c) The approved request must be forwarded to the appropriate authority for the issuance of the travel order.

5. The procedures for the issuance of official travel orders are as follows: (a) The request for travel must be submitted to the appropriate authority in writing. (b) The request must be approved by the appropriate authority. (c) The approved request must be forwarded to the appropriate authority for the issuance of the travel order.

[Handwritten Signature]
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 12, 1978

SECRETARY'S MEMORANDUM NO. 1944

HUMAN NUTRITION POLICY COMMITTEE

The purpose of this Memorandum is to establish the Human Nutrition Policy Committee in order to coordinate the Department's responsibilities and activities with regard to human nutrition programs, including food assistance, safety, quality, research, and education.

Background

The Department has for many years conducted certain activities in the area of human nutrition. Those activities have been limited in scope, however, and must now be enlarged, coordinated and given strong nutrition policy direction. There is now a widespread and intense domestic and international concern about the food we eat, what it costs and what its effects are on human health, performance and behavior.

This concern about nutrition policy must be incorporated effectively into agricultural policy through strong, new initiatives. There is a need for coordination among agencies within the Department and among departments within government. Further, there is a need for the Department to coordinate and implement its responsibilities concerning food and nutrition policy as required under the Food and Agriculture Act of 1977.

Functions

The functions of the Committee shall include, but not necessarily be limited to, the following:

1. To provide a continuing mechanism for coordination on matters related to human nutrition policy that are of concern to the appropriate agencies of the Department.

2. To assure close coordination between the Department's human nutrition research activities and the nutritional aspects of other Departmental programs. For example, the Committee should assure coordination between research activities of SEA, ESCS, and FNS with the nutritional aspects of programs administered by FSQS and FNS.

3. To appraise the nutritional implications of current Department policies and programs, to identify appropriate program needs, and to recommend to the Secretary, through the Program and Budget Review Board, appropriate nutrition policies and programs.

USDA ESCS NEAD
AGRICULTURAL HISTORY
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4. To maintain liaison with other government agencies or departments concerned with human nutrition, nutrition education, research or related programs in human nutrition.

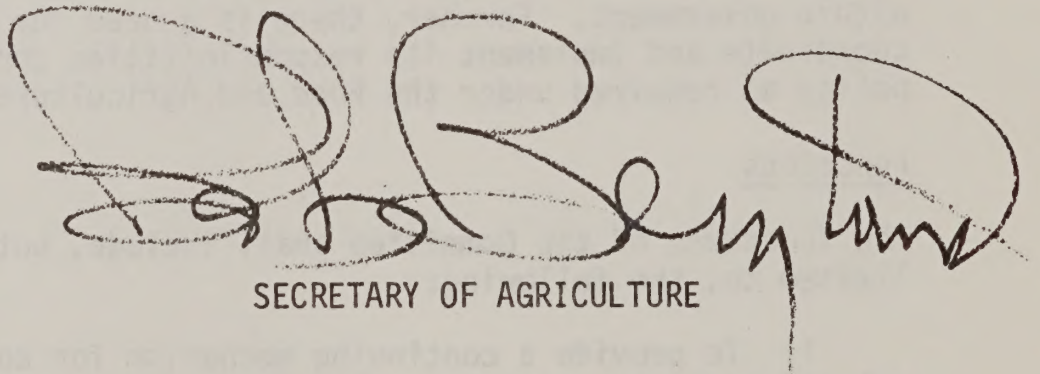
Membership

The Committee shall be co-chaired by the Assistant Secretary for Food and Consumer Services and the Assistant Secretary for Conservation, Research and Education. The membership of the Committee shall be as follows: the Administrator, Food and Nutrition Service, and one other person designated by him; the Administrator, Food Safety and Quality Service, and one other person designated by him; the Administrator, Economics, Statistics, and Cooperatives Service; the Deputy Director for Public Affairs, Office of Governmental and Public Affairs; and the Director, Science and Education Administration and one person designated by him and the Administrator of the Human Nutrition Center.

Participating agencies will provide information and staff assistance to the Committee as needed relating to the programs and responsibilities of their respective agencies.

The Committee will meet at least quarterly or at the call of the co-chairpersons.

All recommendations, reports or other actions of the Committee will be coordinated as deemed necessary by the co-chairpersons with the Program and Budget Review Board.

A large, stylized handwritten signature in black ink, likely belonging to the Secretary of Agriculture, is positioned above the title. The signature is fluid and cursive, with a prominent loop at the end.

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

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WASHINGTON, D. C. 20250

May 21, 1980

SECRETARY'S MEMORANDUM NO. 1944, REVISED

HUMAN NUTRITION POLICY COMMITTEE

The purpose of this Memorandum is to continue the Human Nutrition Policy Committee, which was created by Secretary's Memorandum No. 1944 dated April 12, 1978, and to change the designations of some of the Committee's members. The purpose of the Committee is to coordinate the Department's responsibilities and activities with regard to human nutrition programs, including food assistance, safety, quality, research and education.

Background

The Department for many years conducted certain activities in the area of human nutrition which were limited in scope. In providing strong nutrition policy direction, the Human Nutrition Advisory Committee is enabling the Department to expand the scope of these activities to meet increasing domestic and international concerns about our food, its costs, and its effects on our health, performance and behavior.

Functions

The functions of the Committee shall include, but not necessarily be limited to, the following:

1. To provide a continuing mechanism for coordination on matters related to human nutrition policy that are of concern to the appropriate agencies of the Department.
2. To assure close coordination between the Department's human nutrition research activities and the nutritional aspects of other Departmental programs. For example, the Committee should assure coordination between research activities of SEA, ESCS and FNS with the nutritional aspects of programs administered by FSQS and FNS.
3. To appraise the nutritional implications of current Department policies and programs, to identify appropriate program needs, and to recommend to the Secretary, through the Program and Budget Review Board, appropriate nutrition policies and programs.
4. To maintain liaison with other government agencies or departments concerned with human nutrition, nutrition education, research or related programs in human nutrition.

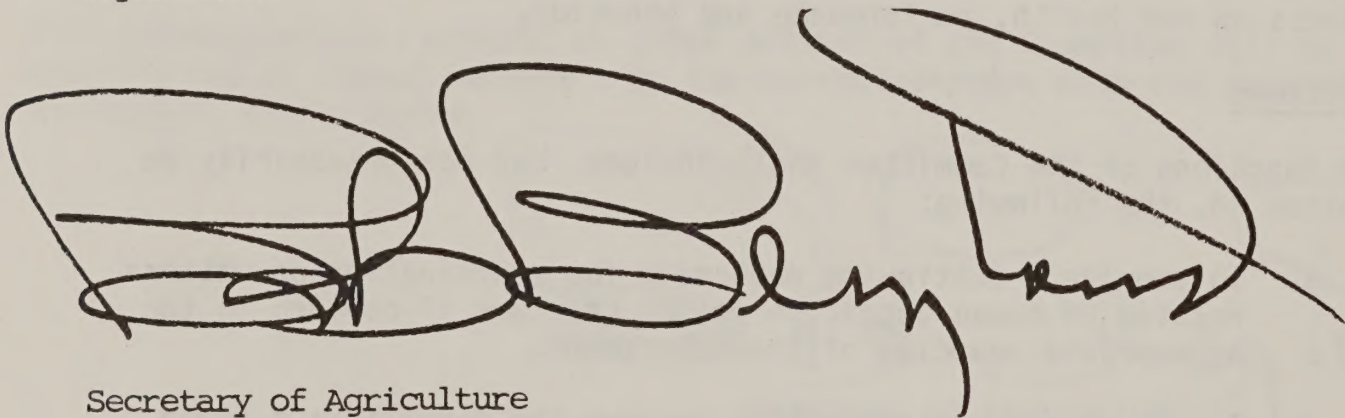
Membership

The Committee shall be co-chaired by the Assistant Secretary for Food and Consumer Services and the Director of Science and Education. The membership of the Committee shall be as follows: the Deputy Assistant Secretary for Governmental and Public Affairs; the Administrator, Food and Nutrition Service, and one other person designated by that official; the Administrator, Food Safety and Quality Service, and one other person designated by that official; the Administrator, Economics, Statistics, and Cooperatives Service; one person designated by the Director, Science and Education Administration, and the Administrator of the Human Nutrition Center, Science and Education Administration; and the Special Assistant to the Secretary for Consumer Affairs. Staff support is provided by the Human Nutrition Policy Coordinator, Office of the Secretary.

Participating agencies will provide information and staff assistance to the Committee as needed relating to the programs and responsibilities of their respective agencies. The Committee will meet at least quarterly or at the call of the co-chairpersons.

All recommendations, reports or other actions of the Committee will be coordinated as deemed necessary by the co-chairpersons with the Program and Budget Review Board.

Secretary's Memorandum No. 1944 dated April 12, 1978, is hereby superseded.

A large, stylized handwritten signature in black ink, likely belonging to the Secretary of Agriculture mentioned in the text below.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 21, 1978

SECRETARY'S MEMORANDUM NO. 1945

Reorganization of the Processed Foods Committee

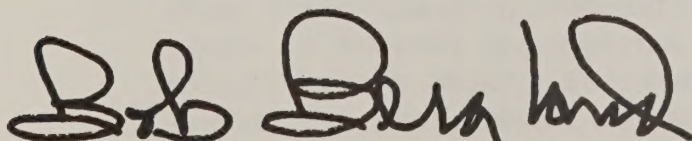
This memorandum supersedes Secretary's Memorandum No. 1688, and reorganizes the Committee on Processed Foods as established by that memorandum.

This memorandum provides a Staff Officer and a Review Committee to evaluate any new food product proposed for use in either domestic or foreign donation programs. The Review Committee shall recommend acceptable products to the Board of Directors of the Commodity Credit Corporation for inclusion in the list of commodities determined to be available for Title II, Public Law 480 donations under Docket CZ 266, and for domestic donations as provided by Docket SNP 307.

The Staff Officer and Review Committee shall be constituted as follows:

1. Staff Officer. A Staff Officer shall be designated from the Science and Education Administration to investigate the technical, economic and program suitabilities of any new proposed processed commodity for the Department's domestic and foreign donation programs. After thorough investigation of a new commodity he shall present his findings and recommendations to the Review Committee.
2. Review Committee. The Review Committee shall consist of a representative designated from each of the following agencies: Agricultural Stabilization and Conservation Service (ASCS), Science and Education Administration (SEA), Food and Nutrition Service, Foreign Agricultural Service, Office of the General Sales Manager, Food Safety and Quality Service, and Office of Food for Peace, Agency for International Development. The ASCS and SEA representatives shall alternate annually as Chairman of the Committee.

This reorganization of the Processed Foods Committee shall become effective immediately.


Secretary of Agriculture

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UNITED STATES DEPARTMENT OF AGRICULTURE

WATER RESOURCES DIVISION

WASHINGTON, D. C. 20250

DATE: 1961

TO: [illegible]

FROM: [illegible]

RE: [illegible]

This report was prepared under the direction of the Chief Hydraulic Engineer, and under the immediate supervision of the District Engineer, [illegible].

The purpose of this study was to determine the effect of the proposed [illegible] on the [illegible] of the [illegible] River. The study was conducted in accordance with the [illegible] of the [illegible] Act of 1916, and the [illegible] of the [illegible] Act of 1928. The study was conducted by the [illegible] of the [illegible] Division, and the [illegible] of the [illegible] Division.

The study was conducted in accordance with the [illegible] of the [illegible] Act of 1916, and the [illegible] of the [illegible] Act of 1928.

1. The study was conducted in accordance with the [illegible] of the [illegible] Act of 1916, and the [illegible] of the [illegible] Act of 1928. The study was conducted by the [illegible] of the [illegible] Division, and the [illegible] of the [illegible] Division.

2. The study was conducted in accordance with the [illegible] of the [illegible] Act of 1916, and the [illegible] of the [illegible] Act of 1928. The study was conducted by the [illegible] of the [illegible] Division, and the [illegible] of the [illegible] Division.

This study was conducted in accordance with the [illegible] of the [illegible] Act of 1916, and the [illegible] of the [illegible] Act of 1928.

[Signature]
[illegible]
[illegible]

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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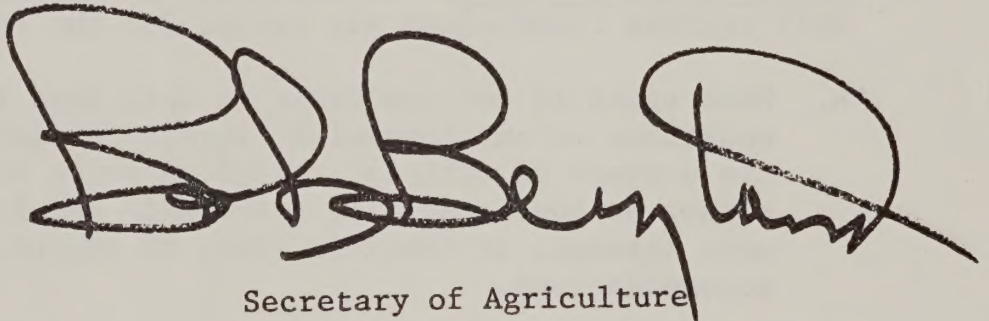
April 28, 1978

SECRETARY'S MEMORANDUM NO. 1946

APPROVAL OF FIRST-CLASS AIR TRAVEL

1. BACKGROUND. GSA has published an amendment to the Federal Travel Regulations in the March 13, 1978 Federal Register. The section on authorization and approval of the use of first-class air accommodations has a major impact on the routing and approval of related travel vouchers. Briefly, this section provides that I or the Deputy Secretary must approve first-class air travel, except as outlined in paragraph 3. This approval authority may not be redelegated.
2. CRITERIA FOR APPROVAL. As required by the regulation, I will only approve first-class air travel for the following reasons:
 - A. When space is not available in less than first-class accommodations on any scheduled flights in time to accomplish the purpose of official travel which is so urgent that it cannot be postponed. As previously required, travelers must attempt, at check-in time, to secure lower class accommodations.
 - B. When first-class accommodations are necessary because the employee is so handicapped or otherwise physically impaired that other accommodations cannot be used, and such condition is substantiated by competent medical authority. The traveler must certify, on the voucher for each trip, that first-class air accommodations were medically necessary. Blanket authorizations should not be given travelers for all trips. Impairments which tend to be temporary in nature should be recertified by a physician at least twice per year. The President has specifically excluded gross obesity and extreme height as justifiable criteria for first-class air fare.
 - C. When first-class accommodations are required for security purposes or because exceptional circumstances, as determined by myself or the Deputy Secretary, make their use essential to the successful performance of an agency mission.
 - D. When less-than-first-class accommodations on foreign carriers do not provide adequate sanitation or health standards.

3. EXCEPTIONS. My approval is not necessary for first-class air travel when:
 - A. Regularly scheduled flights between the authorized origin and destination points (including connection points) provide only one class of service; and,
 - B. No competing carrier on the same route offers more economical service.
4. PENALTIES FOR NONCOMPLIANCE. Any additional costs due to first-class air travel not properly approved will be billed to the traveler. Justifications not meeting the criteria in paragraph 2 will not be approved. For example, justifications related to cost-savings or effectiveness are not approvable.
5. EFFECTIVE DATE. The provisions of this memorandum are effective for all air travel beginning on or after April 1, 1978.
6. IMPLEMENTING REGULATIONS. The Office of Operations and Finance will issue a directive shortly outlining the proper routing and approval procedures for vouchers with first-class air travel.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

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May 1, 1978

SECRETARY'S MEMORANDUM NO. 1947

International Scientific and Technical Cooperation

In

Food and Agriculture

Purpose

President Carter has expressed a strong commitment to the objective of alleviating hunger and malnutrition throughout the world. I fully support the President's view. Congress has given USDA added responsibility through Section 1458 of the Food and Agriculture Act of 1977. We can and should play an important role in this endeavor.

In order for USDA to do its part in supporting this objective, we need to: Effectively tap the wealth of human resources available in USDA; achieve closer collaboration with the land grant universities; better integrate participation with international organizations, such as the Food and Agriculture Organization of the U.N.; give greater stress to the increasing number of scientific exchanges with other countries.

In September 1977, I announced several actions to coordinate the Department's international scientific and technical cooperation activities under the Assistant Secretary for International Affairs and Commodity Programs, including appointing a Special Assistant for International Scientific and Technical Cooperation and establishing the International Development Staff.

To further strengthen and harmonize the Department's participation in these activities and to improve coordination with other governmental agencies, land-grant universities, international organizations and other institutions, I am taking the following action:

Office of International Cooperation and Development

The Office of International Cooperation and Development is hereby established. The Office will be responsible for technical assistance, international training and development programs, as well as coordination of international organization affairs and scientific exchange agreements. OICD will be a line agency within the International Affairs and Commodity Programs area. The Special Assistant for International Scientific and Technical Cooperation will serve as the Director of OICD, providing leadership and managerial oversight of its activities. He will also continue his role within the Office of the Assistant Secretary, IACP, as Departmental advisor and coordinator of all international scientific and technical collaborative activities.

All functions of the International Development Staff are hereby transferred to OICD. Coordinating responsibility for international organization affairs, US/USSR secretariat activities and East European scientific agreements is transferred from the Foreign Agricultural Service (FAS) to OICD. FAS will continue to provide program staff support for these activities.

Administrative Support

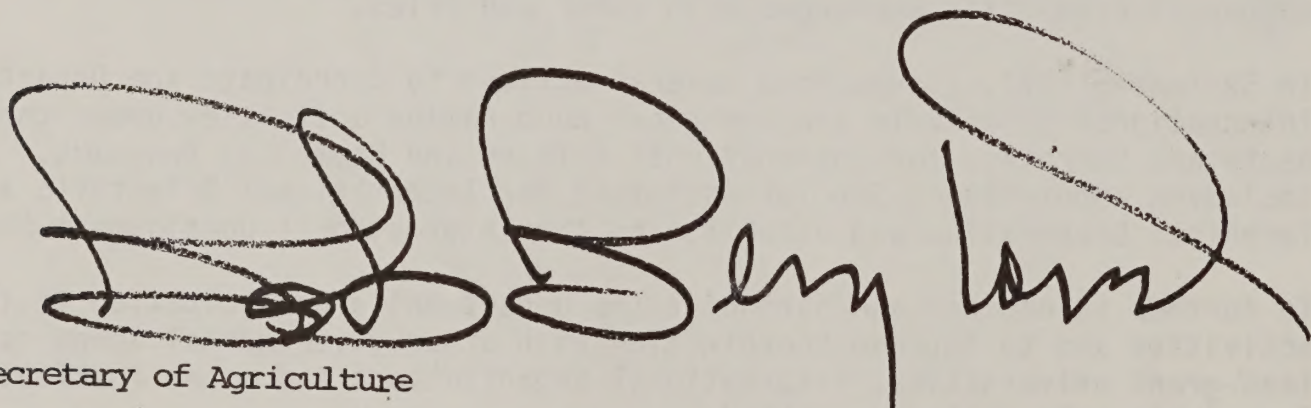
Administrative support for OICD will be provided by FAS.

Incidental Transfers

The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

Codification

The delegations of authority as provided in this Memorandum shall remain in effect for ninety days or until such earlier time as they are published in the Federal Register.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 28, 1978

SECRETARY'S MEMORANDUM NO. 1947-CORRECTED

International Scientific and Technical Cooperation

In

Food and Agriculture

Purpose

President Carter has expressed a strong commitment to the objective of alleviating hunger and malnutrition throughout the world. I fully support the President's view. Congress has given USDA added responsibility through Section 1458 of the Food and Agriculture Act of 1977. We can and should play an important role in this endeavor.

In order for USDA to do its part in supporting this objective, we need to: Effectively tap the wealth of human resources available in USDA; achieve closer collaboration with the land-grant universities; better integrate participation with international organizations, such as the Food and Agriculture Organization of the U.N.; give greater stress to the increasing number of scientific exchanges with other countries.

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Administrative Support

Administrative support for OICD will be provided by FAS.

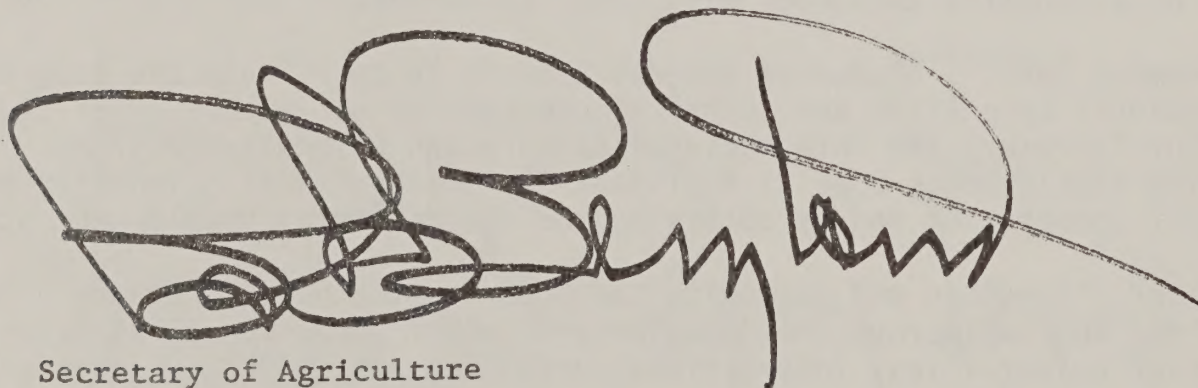
Incidental Transfers

The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget are authorized to approve such transfers of funds, personnel, employment authority, space, records, property, and incidentals as may be necessary to implement the provisions of this Memorandum.

Codification

The delegations of authority as provided in this Memorandum shall remain in effect for ninety days or until such earlier time as they are published in the Federal Register.

This Memorandum supercedes Secretary's Memorandum 1926, dated September 27, 1977.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture, is written over the printed title.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 29, 1978

SECRETARY'S MEMORANDUM NO. 1948

Provisional Delegation of Authority

In the event of my inability to act as Secretary of Agriculture on account of enemy attack or other national defense emergency, provisional authority is hereby delegated to the individuals named below to exercise all of the authority vested in the Secretary of Agriculture. The designees, listed in the order of their precedence to act, are:

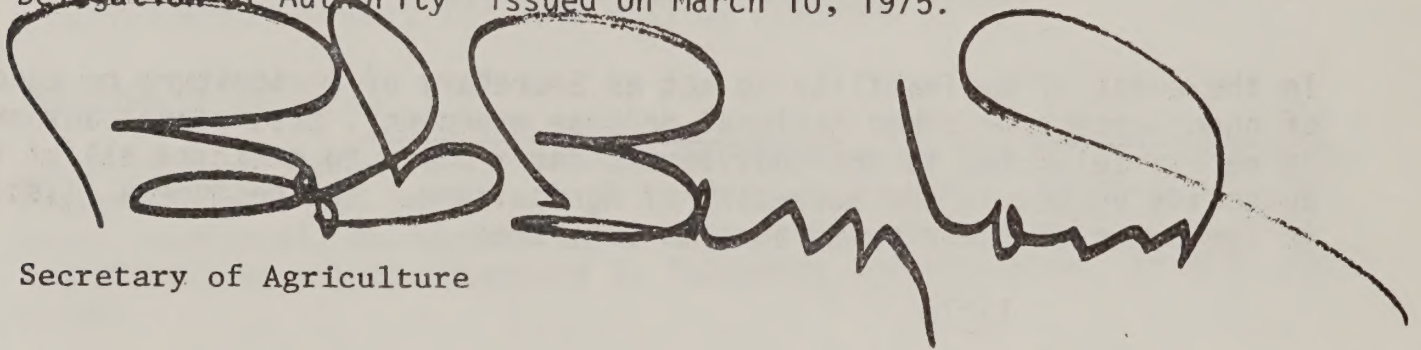
Title

Deputy Secretary
Assistant Secretary for Food and Consumer
Services
Assistant Secretary for Conservation, Research
and Education
Assistant Secretary for International Affairs
and Commodity Programs
Assistant Secretary for Rural Development
Assistant Secretary for Marketing Services
General Counsel
Director, Economics, Policy Analysis and
Budget
Assistant Secretary for Administration
Administrator, Farmers Home Administration
Administrator, Rural Electrification
Administration
Administrator, Agricultural Stabilization
and Conservation Service
Administrator, Foreign Agricultural Service
Administrator, Soil Conservation Service
Chief, Forest Service
Administrator, Federal Grain Inspection Service
Executive Assistant to the Secretary
Deputy Assistant Secretary for Food and Consumer
Services
Deputy Assistant Secretary for Conservation,
Research and Education

USDA ESCS NEAD
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Deputy Assistant Secretary for International
Affairs and Commodity Programs.
Deputy Assistant Secretary for Rural Development
Deputy Assistant Secretary for Marketing Services

This "Provisional Delegation of Authority" supersedes the "Provisional
Delegation of Authority" issued on March 10, 1975.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture mentioned in the caption below.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 6, 1980

SECRETARY'S MEMORANDUM NO. 1948 Revised

Provisional Delegation of Authority

(3 SPACES)

In the event of my inability to act as Secretary of Agriculture on account of enemy attack or other national defense emergency, provisional authority is hereby delegated to the individuals named below to exercise all of the authority vested in the Secretary of Agriculture. The designees, listed in the order of their precedence to act, are:

Title

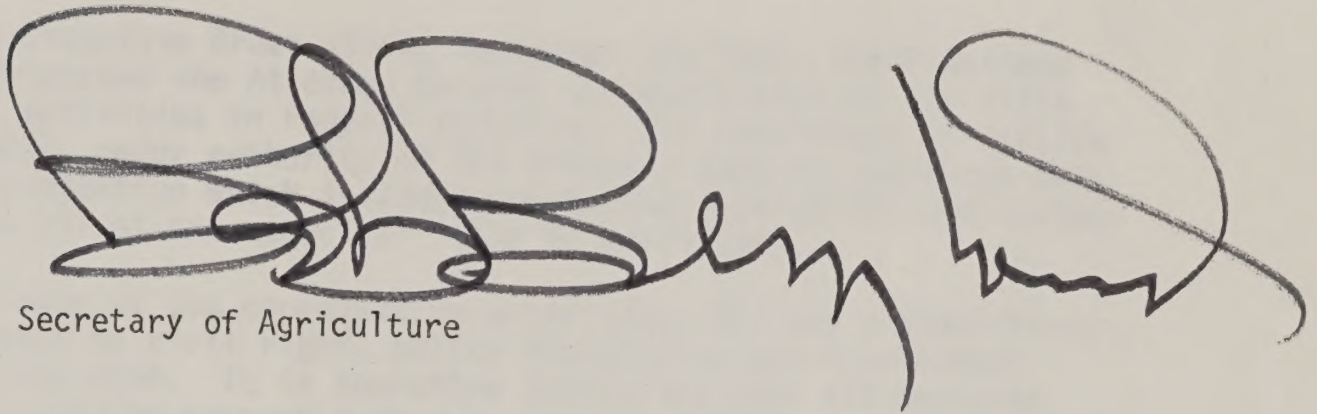
Deputy Secretary
Under Secretary for International Affairs
and Commodity Programs
Assistant Secretary for Food and Consumer Services
Assistant Secretary for Natural Resources
and Environment
Assistant Secretary for Rural Development
Assistant Secretary for Marketing
and Transportation Services
Assistant Secretary for Governmental and
Public Affairs
General Counsel
Director, Economics, Policy Analysis and
Budget
Director, Science and Education
Assistant Secretary for Administration
Administrator, Farmers Home Administration
Administrator, Rural Electrification
Administration
Administrator, Federal Grain Inspection Service
Administrator, Agricultural Stabilization
and Conservation Service
Administrator, Foreign Agricultural Service
Chief, Soil Conservation Service
Chief, Forest Service
Executive Assistant to the Secretary
Deputy Under Secretary for International Affairs
Deputy Under Secretary for Commodity Programs
Deputy Assistant Secretary for Food and Consumer
Services

FORM AD-778 (1/80)

NATIONAL DEFENSE /

Deputy Assistant Secretary for Natural Resources
and Environment
Deputy Assistant Secretary for Rural Development
Deputy Assistant Secretary for Marketing and
Transportation Services
Deputy Assistant Secretary for Governmental and
Public Affairs

This "Provisional Delegation of Authority" supersedes the
"Provisional Delegation of Authority" issued on June 29, 1978.

A large, stylized handwritten signature in dark ink, consisting of several loops and a long horizontal stroke.

Secretary of Agriculture

Deputy Assistant Secretary for Rural Industries
and Environment
Deputy Assistant Secretary for Rural Development
Deputy Assistant Secretary for Marketing and
Transportation Services
Deputy Assistant Secretary for International and
Public Affairs

This "Provisional Definition of Authority" supersedes the
"Provisional Definition of Authority" issued on June 29, 1978.


Secretary of Agriculture



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 1, 1978

SECRETARY'S MEMORANDUM NO. 1949

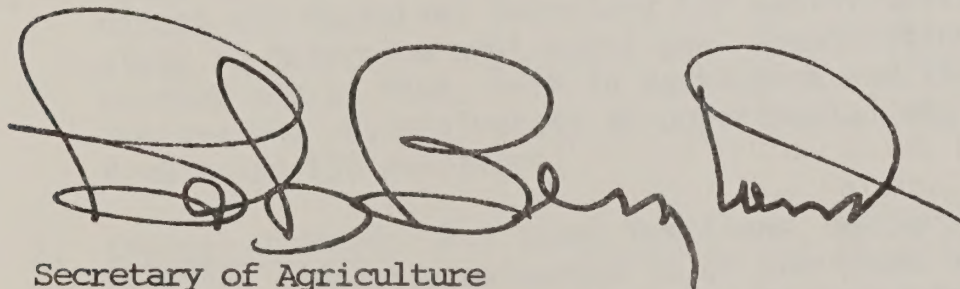
Civil Rights Contact with the Department of Justice

In Executive Order 11764, September 24, 1965, the President designated the Attorney General as coordinator of all Title VI activities in Federal agencies. The Department of Justice (DOJ), under authority of the Attorney General, performs this coordination which includes monitoring, evaluating and reviewing all of the agencies' Title VI activities.

Because of its coordinative activities, DOJ has a significant impact on civil rights policy formulation and development within USDA. It is therefore imperative that all contacts with DOJ be processed through a central point to prevent duplication of efforts or conflicts on civil rights matters.

Accordingly, I hereby designate the Director of the Office of Equal Opportunity (OEO) to serve as the focal point through which all contacts involving Title VI are made with DOJ, except that matters in litigation including administrative enforcement actions shall be coordinated by the Office of General Counsel (OGC). OEO and OGC shall cooperate in their respective coordinative responsibilities.

All agencies of the Department are authorized and directed to cooperate with OEO and OGC in accomplishing this effort.



Secretary of Agriculture

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

1

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

March 1, 1938

MEMORANDUM FOR THE SECRETARY

Plant Quarantine Service - for the Department of Agriculture

The Quarantine Service, established in 1917, has been the principal agency for the control of plant diseases and insects entering the United States. It has been successful in preventing the introduction of many dangerous pests, and in eradicating those that have been introduced. The Service has also been successful in preventing the export of plant material infected with dangerous pests.

The Service has been successful in preventing the introduction of many dangerous pests, and in eradicating those that have been introduced. The Service has also been successful in preventing the export of plant material infected with dangerous pests.

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 1, 1978

SECRETARY'S MEMORANDUM NO. 1950

Responsibility for Equal Employment Opportunity Programs

1. Purpose: The Department of Agriculture must initiate new and positive measures to bring about needed improvements in the Equal Employment Opportunity Program. The full cooperation of all employees will be required to insure success for this program and to meet all goals that are established.

Through the continuing efforts of the Assistant Secretary for Administration, we have made substantial progress in developing a program which will enable this Department to improve in this important area. As part of the momentum of this program, we must now fix authority and responsibility for these activities.

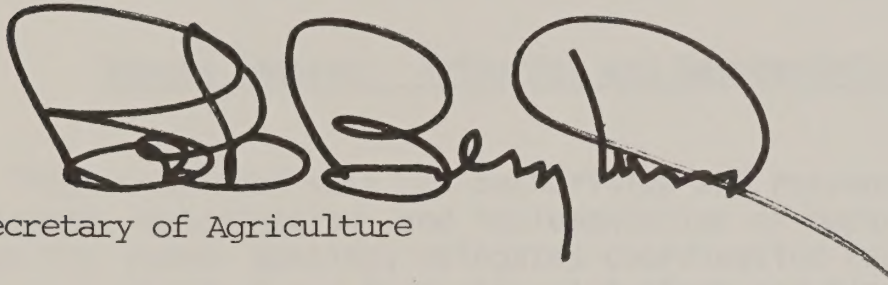
Accordingly, it is the purpose of this memorandum to bring the responsibility for Department level Equal Employment Opportunity programs together with the responsibilities for other Civil Rights and Equal Opportunity programs in the present Office of Equal Opportunity reporting to the Assistant Secretary for Administration. Ultimate authority and responsibility for this area including the designation as the Departmental Director of Equal Employment Opportunity remains with the Assistant Secretary for Administration.

I intend this change to result in a comprehensive approach to equal opportunity in programs on employment in USDA. I further direct the Assistant Secretary for Administration to conduct a study to determine what additional organizational and other changes may be made, both in Washington and the field, to improve the responsiveness of Departmental and Agency Civil Rights and EEO endeavors.

2. Changes Ordered: All those functions, authorities, and responsibilities currently delegated to or exercised by or through the Director of Personnel as described in paragraph 3 below are ordered to be transferred to the Director, Office of Equal Opportunity.

3. Functions, Authorities, and Responsibilities Involved: The ordered changes involve functions, authorities and responsibilities in the following areas:
 - a. Preparation of regulations, plans and procedures necessary to carry out the Department's equal employment opportunity programs including the development, implementation, and coordination of EEO Action Plans.
 - b. Coordination of activities of Agency EEO Counselors, as related to Departmental policies and procedures.
 - c. Processing of formal EEO discrimination complaints by employees and applicants for employment.
 - d. Development, implementation, and coordination of the Federal Women's Program.
 - e. Development, implementation, and coordination of the Hispanic Employment Program.
 - f. Administration of the discrimination appeals and complaints program for the Department, including all formal individual or group appeals where the system provides for an avenue of redress to the Department level, Civil Service Commission, or other outside authority.
 - g. Performance of staff work for the Director of Equal Employment Opportunity including the preparation of decisions on complaints of discrimination.
 - h. Providing liaison on EEO matters with the EEOC, the CSC, USDA Agencies and others.
4. Implementation: The Assistant Secretary for Administration shall immediately take such actions as are necessary to make certain that the changes ordered in this memorandum are implemented in accordance with paragraph 7.
5. Incidental Transfers: The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget are authorized to approve such transfers of funds, personnel, employment authority, space, records, property and incidentals as may be necessary to implement the provisions of this memorandum.

6. Existing Directives: Prior delegations of authority, administrative regulations and other directives not inconsistent with the provisions of this memorandum remain in full force and effect.
7. Effective Date: The changes ordered by this memorandum shall be implemented within ninety days.

A handwritten signature in black ink, appearing to read "B. B. Beryman", with a long horizontal stroke extending to the right.

Secretary of Agriculture

I hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the records of the County of [blank] State of [blank] this [blank] day of [blank] 19[blank].

Witness my hand and the seal of said County at [blank] this [blank] day of [blank] 19[blank].


[Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

1

August 1, 1978

SECRETARY'S MEMORANDUM NO. 1951

Remote Sensing: Authority and Responsibility

PURPOSE. This memorandum sets out authorities and responsibilities in USDA for development, coordination, and implementation of Departmental policy initiatives for remote sensing; delegates coordination responsibilities to the Chairman, World Food and Agricultural Outlook and Situation Board; continues the Remote Sensing Steering Group; establishes a Remote Sensing Coordination Committee within the Department; and transfers the Remote Sensing Coordinator to the World Food and Agricultural Outlook and Situation Board.

BACKGROUND. The Department has broad responsibilities in activities which depend on the collection of accurate and timely data on earth resources and their conditions as well as the assessment of their impact on food and fiber systems. The development and application of advanced technological methods for inventorying and assessing the condition of earth resources as influenced by weather, climate, and man's activities has been rapid in recent years. The use of air and ground platform-based sensors show promise of contributing to the accuracy and timeliness of earth resource data presently secured by current USDA on-site collection activity.

The Department has many potential uses for remote sensing data. A few are currently operational while others are in the research, experimental or developmental stages. This creates a need for centralized direction to and coordination of all remote sensing activities in the USDA. This includes developing policy, preparing Departmental responses to outside requests, evaluating funding, providing general guidance and training, determining manpower requirements, and setting priorities to meet Departmental objectives and information requirements.

AUTHORITY. Authority to coordinate remote sensing activities within USDA and to represent the Department with outside organizations and agencies regarding remote sensing matters has been delegated to the Director of Economics, Policy Analysis and Budget, (7 CFR 2.27). In this capacity the Director advises the Secretary of Agriculture on remote sensing policy, activities, and responsibilities and recommends appropriate actions to be taken, and arranges for USDA representation at meetings, hearings, and task forces held outside USDA requiring the Department's representation.

REMOTE SENSING STEERING GROUP. To assist the Director of Economics, Policy Analysis and Budget in policy development and coordination function, there is hereby continued a Remote Sensing Steering Group composed of the

Assistant Secretaries whose agencies and offices use remote sensing data; Assistant Secretaries for (1) International Affairs and Commodity Programs, (2) Conservation, Research and Education, and (3) Marketing Services. The Steering Group will serve in an advisory capacity to the Director of Economics, Policy Analysis and Budget. It will advise and recommend policy actions for consideration by the Director and review background data, materials, position papers, and related information in order to develop Departmental policy.

REMOTE SENSING COORDINATION COMMITTEE. There is hereby established a Remote Sensing Coordination Committee. The functions of the Committee are to (1) advise the Director of Economics, Policy Analysis and Budget, and the Chairman, World Food and Agricultural Outlook and Situation Board on remote sensing policy as established by Steering Group within the Department, and (2) establish communication among agencies concerned with remote sensing. The Committee will identify Department data needs and develop recommended programs to enable the Department to make the best use of the output of remotely sensed data. It will also review and coordinate the data needed by participating agencies to insure that these data meet established policy objectives and priorities. Committee members will be responsible for coordination of remote sensing activities within their respective agencies, including development of funding needs.

Each agency listed will designate a member and alternate to serve on this Committee. The Chairman of this Committee will be designated by the Remote Sensing Steering Group for a 2-year term.

Agricultural Stabilization and Conservation Service
Animal and Plant Health Inspection Service
Economics, Statistics, and Cooperatives Service
Federal Crop Insurance Corporation
Foreign Agricultural Service
Forest Service
Office of Budget, Planning and Evaluation
Science and Education Administration
Soil Conservation Service
World Food and Agricultural Outlook and Situation Board

The Committee will consult experts in remote sensing technology at academic and other institutions and may include these persons in its deliberations as appropriate. It will coordinate remote sensing activities with the work of the USDA Weather and Climate Program Coordinating Committee to insure that common information and data requirements are consistent and, where possible, complementary.

WORLD FOOD AND AGRICULTURAL OUTLOOK AND SITUATION BOARD. To assist the Director of Economics, Policy Analysis and Budget in carrying out his responsibilities, there is hereby delegated to the Chairman, World Food and Agricultural Outlook and Situation Board the authority to provide technical

assistance, coordination, and guidance to agencies in planning, developing, and carrying out satellite remote sensing activities to assure full consideration and evaluation of advanced technology. He is also delegated authority for the overall coordination of administrative, management, and budget information relating to the Department's remote sensing activities including: (1) inter-and intra-agency meetings, correspondence, and records; (2) budget and management tracking systems; and (3) inter-agency contacts and technology transfer. He shall assist in providing expertise in remote sensing platforms and sensors analysis, data delivery and processing system analysis, and benefit/costs and econometric analysis. The Chairman or his designee shall also serve as Executive Secretary for the Remote Sensing Coordinating Committee.

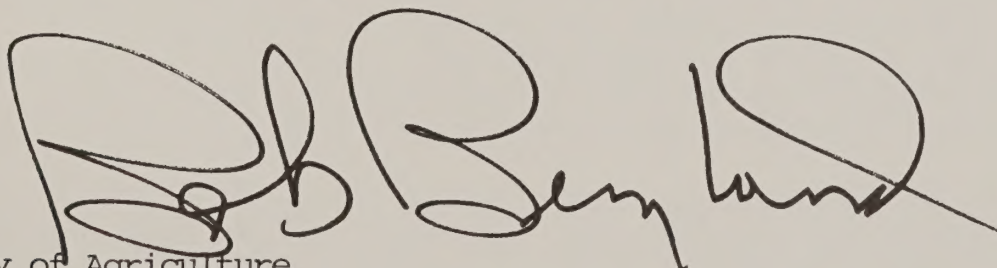
REMOTE SENSING COORDINATOR. The Remote Sensing Coordinator formerly reporting to the Director of Economics, Policy Analysis and Budget shall report to the Chairman, World Food and Agricultural Outlook and Situation Board. The Chairman may delegate any of the responsibilities delegated to him in this memorandum to the Remote Sensing Coordinator.

LIMITATION. The delegations of authority provided in this memorandum shall in no way be considered to alter existing USDA agency responsibilities for remote sensing activities in either the research or operating programs.

TRANSFERS. The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget will make such transfer of funds, personnel, employment authority, records, property, and incidentals necessary to carry out the arrangements described in this memorandum.

TERMINATION. The delegations of authority provided in this memorandum shall remain in effect for ninety days or until such earlier time as they are published in the Federal Register.

This memorandum supersedes the following Secretary's Memoranda: No. 1908, dated November 4, 1976; No. 1822, dated August 17, 1973; No. 1672, Revised, dated June 22, 1970; No. 1672, Revised, Supplement 1, dated November 8, 1971; and No. 1672, Revised, Supplement 2, dated September 7, 1973.

A large, stylized handwritten signature in black ink, appearing to read "Bob Bergland". The signature is fluid and cursive, with the first name "Bob" being particularly prominent.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

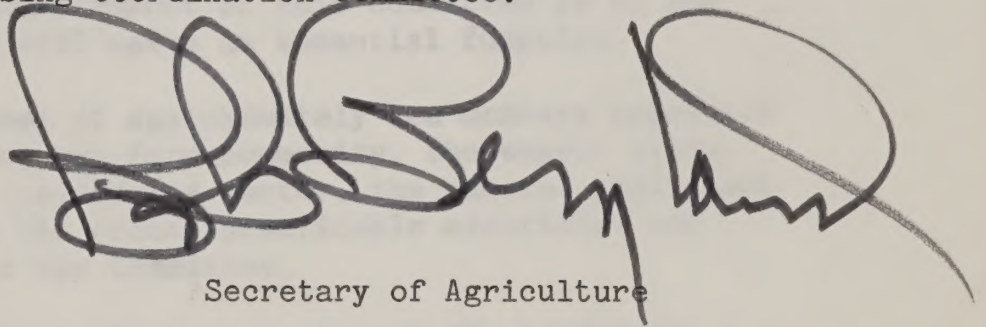
April 25, 1979

SECRETARY'S MEMORANDUM NO. 1951, SUPPLEMENT NO. 1

Remote Sensing: Authority and Responsibility

Secretary's Memorandum No. 1951 sets out authorities and responsibilities in USDA for development, coordination, and implementation of Departmental incentives for remote sensing. The memorandum continues the Remote Sensing Steering Group composed of the Assistant Secretaries whose agencies and offices use remote sensing data, and establishes a Remote Sensing Coordination Committee to review, coordinate, and advise on remote sensing matters within the Department.

This Memorandum adds the Assistant Secretary for Administration to the Remote Sensing Steering Group and the Office of Operations and Finance to the Remote Sensing Coordination Committee.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture, is written over the signature line.

Secretary of Agriculture



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

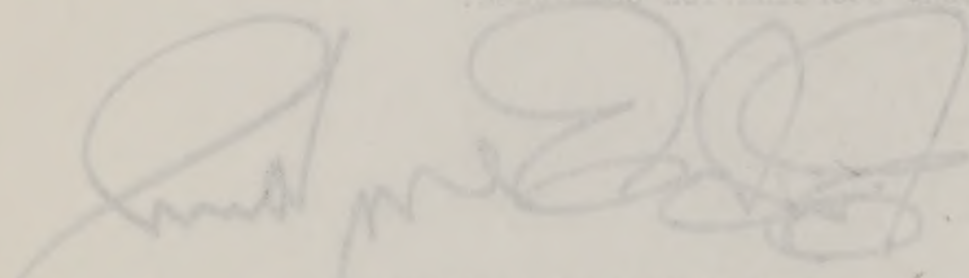
April 28 1957

SECRETARY'S MEMORANDUM NO. 1957, SUPPLEMENT NO. 1

Remote Sensing: Authority and Responsibility

Secretary's Memorandum No. 1957 sets out authorities and responsibilities in USDA for development, coordination, and implementation of Departmental initiatives for remote sensing. The memorandum continues the Remote Sensing Steering Group composed of the Assistant Secretaries whose agencies and offices use remote sensing data, and establishes a Remote Sensing Coordination Committee to review, coordinate, and advise on remote sensing matters within the Department.

This Memorandum adds the Assistant Secretary for Administration to the Remote Sensing Steering Group and the Office of Operations and Finance to the Remote Sensing Coordination Committee.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 1, 1978

SECRETARY'S MEMORANDUM NO. 1952

Advisory Committee on Export Sales Reporting

A major function of the Department is to keep American farmers, traders and the general public informed of the world supply/demand situation affecting the availability of U.S. agricultural commodities.

Section 812 of the Agricultural Act of 1970, as amended, establishes mandatory reporting requirements for U. S. exporters of designated agricultural commodities. Summary information obtained under this reporting system is furnished to the general public on a daily and weekly basis.

To assure that the reporting system is providing accurate and timely data on export contracting, there is hereby established the Advisory Committee on Export Sales Reporting. This Committee, which will include representatives from the various segments of the production and marketing system and the general public, will review the present reporting requirements and make recommendations to strengthen and improve the effectiveness of the monitoring capability. As such, it has been determined that establishment of this Committee is in the public interest and that it will serve an essential function.

The Committee will be composed of approximately ten members appointed by the Secretary representing the farm community, the export trade, the Federal Government, the university sector, the general public and other interested areas. To the extent practicable minorities and women will be represented on the Committee.

The Committee will report to the Secretary through the Assistant Secretary for International Affairs and Commodity Programs, who will also serve as the Chairman. The Vice Chairman shall be the Acting Chairman, World Food and Agricultural Outlook and Situation Board and the General Sales Manager will serve as the Executive Secretary.

The Committee shall meet during the next year at the call of the Chairman. The Committee shall meet approximately ten times at semi-monthly intervals. Staff support for the Committee will be provided by the Office of the General Sales Manager.

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

1

Advisory Committee on Export Sales Reporting

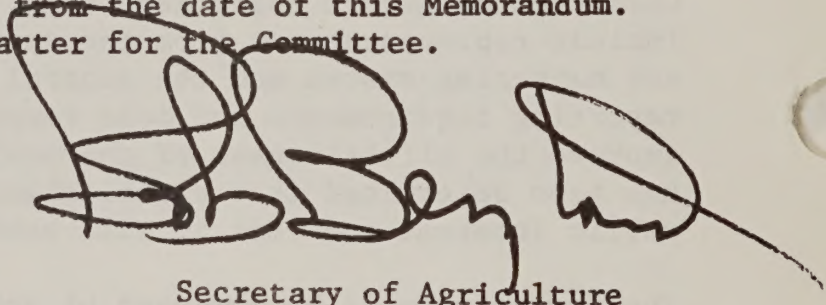
2.

The amount of Federal funds which will be used to support directly or indirectly the operation of the advisory committee is \$18,000. The dollar value of the time and expenses which will be incurred by Federal agencies and employees in assisting the operation of the advisory committee is \$12,000.

The travel expenses, including per diem and subsistence which will be incurred by advisory committee members and Department employees in attending meetings of the advisory committee including travel performed in support of the advisory committee's operation is \$30,000. Expenses which will be paid by sources outside the government including but not limited to those paid by the advisory committee members or their employers, corporations, organizations, associations or labor organizations are \$28,000.

Total estimated cost is \$88,000 including 0.6 man years of staff support. The estimates shown include all private and public funds to be spent by or on behalf of the Committee.

The term of the Committee is one year from the date of this Memorandum. This Memorandum also serves as the charter for the Committee.

A large, stylized handwritten signature in black ink, likely belonging to the Secretary of Agriculture, is written over the printed title.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 17, 1978

SECRETARY'S MEMORANDUM NO. 1953

Gospel-Hump Area Advisory Committee

The Gospel-Hump Area Advisory Committee is hereby established in compliance with Section 4 of the Endangered American Wilderness Act of 1978 (P.L. 95-237). Establishment is in the public interest in connection with duties imposed on the Department by law. The purpose of this Committee is to advise the Secretary of Agriculture as to the progress of the fish and game research program, and the multipurpose resource development plan for "Management Areas" as prescribed in Section 4, of P.L. 95-237. The Committee shall evaluate the results of the research program and development plan on an ongoing basis.

Committee membership will be balanced in terms of points of view to be represented. The Committee will consist of seven members. Two members will represent the timber industry who purchase timber from the Nezperce National Forest. Two members will be from organizations who are actively engaged in seeking the preservation of wilderness lands. Three members will be from the general public who otherwise have a significant interest in the resources and management of the Gospel-Hump Area. To the extent practicable the Committee will have ethnic, racial and sexual balance.

This memorandum incorporates the charter of the Gospel-Hump Area Advisory Committee as follows:

Objectives and Scope:

The Committee is to evaluate and advise on the fish and game research program and the multipurpose resource development plan for the "Management Areas" in the Gospel-Hump Area of the Nezperce National Forest.

Time Period Necessary to Carry Out Purpose and Termination Date:

The Committee shall terminate one hundred and fifty days after transmittal (Sec. 4 (d)(5) P.L. 95-237) of the completed multipurpose resource development plan required by Section 4 of P.L. 95-237.

Committee Reports to: Secretary of Agriculture through the Forest Supervisor, Nezperce National Forest.

Support Provided by: Forest Service, USDA.

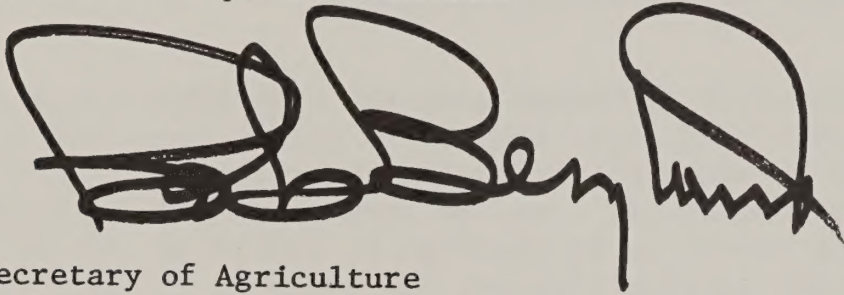
Duties: Members will advise the Secretary as to the progress of the fish and game research program, and the multipurpose resource development plan. The members will evaluate the results of the research program and development plan on an ongoing basis. The responsibility for final decisions, however, remains with the Secretary in accordance with existing laws and regulations.

Estimated Annual Operating Cost: This estimate includes all private and public funds to be spent by or on behalf of the advisory committee broken down as follows. Members may be reimbursed by the Forest Service for their travel and per diem expenses.

a. Federal funds which will be used to support, directly or indirectly, the operation of the committee	<u>\$ 500</u>
b. Dollar value of the time and expenses which will be incurred by Federal agencies and employees in assisting in the operation of the committee	<u>\$15,000</u>
c. Travel expenses including per diem or subsistence, which will be incurred by committee members and Department employees in attending meetings of the advisory committee, including travel performed in support of the Committee's operation	<u>\$ 1,600</u>
d. All expenses which will be paid by sources outside the Government including, but not limited to, those paid by the Committee members or their employers, corporations, organizations, associations or labor organizations	<u>\$ 1,200</u>
Total Cost	<u>\$18,300</u>
Total Man-Year of Staff Support	<u>.5</u>

Estimated Number and Frequency of Meetings: Every one hundred and eighty days or as often as the Secretary deems necessary. Meetings will normally be held in Grangeville, Idaho. All meetings will be open to the public.

Officers and Membership: The Committee shall consist of seven members appointed by the Secretary of Agriculture. Membership terms shall be for the life of the Committee. The Secretary shall designate one Committee member to be the chairperson. The Forest Supervisor, Nezperce National Forest, shall serve as the Executive Secretary. The Executive Secretary shall attend all meetings and have authority to adjourn any meeting when he considers adjournment to be in the public interest.

A handwritten signature in dark ink, appearing to read "B. B. Bennett", written in a cursive style.

Secretary of Agriculture

Office of the Secretary of the
Department of the Interior
Washington, D. C.
The following is a list of the
persons who have been appointed
to the various positions in the
Department of the Interior
for the year 1900.

Secretary of the Interior
Richard A. Ballinger

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

1

USDA ESCS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

October 15, 1980

SECRETARY'S MEMORANDUM NO. 1953 (REVISED)

Gospel-Hump Area Advisory Committee

The Gospel-Hump Area Advisory Committee is hereby renewed in compliance with Section 4 of the Endangered American Wilderness Act of 1978 (P.L. 95-237). Renewal is in the public interest in connection with duties imposed on the Department by law. The purpose of this committee is to advise the Secretary of Agriculture as to the progress of the fish and game research program, and the multipurpose resource development plan for "Management Areas" as prescribed in Section 4, of P.L. 95-237. The committee shall evaluate the results of the research program and development plan on an ongoing basis.

Committee membership will be balanced in terms of points of view to be represented. The committee will consist of seven members. Two members will represent the timber industry who purchase timber from the Nezperce National Forest. Two members will be from organizations who are actively engaged in seeking the preservation of wilderness lands. Three members will be from the general public who otherwise have a significant interest in the resources and management of the Gospel-Hump Area. To the extent practicable the committee will have ethnic, racial, and sexual balance.

This memorandum incorporates the charter of the Gospel-Hump Area Advisory Committee as follows:

Objective and Scope: The committee is to evaluate and advise on the fish and game research program and the multipurpose resource development plan for the "Management Areas" in the Gospel-Hump Area of the Nezperce National Forest.

Time Period Necessary to Carry Out Purpose and Termination Date: The committee shall terminate 150 days after transmittal (Section 4 (d) (5) P.L. 95-237) of the completed multipurpose resource development plan required in Section 4 of P.L. 95-237.

Committee Reports to: Secretary of Agriculture through the Forest Supervisor, Nezperce National Forest.

Support Provided by: Forest Service, USDA.

Duties: Members will advise the Secretary as to the progress of the fish and game research program, and the multipurpose resource development plan. The members will evaluate the results of the research program and develop-

ment plan on an ongoing basis. The responsibility for final decisions, however, remains with the Secretary in accordance with existing laws and regulations.

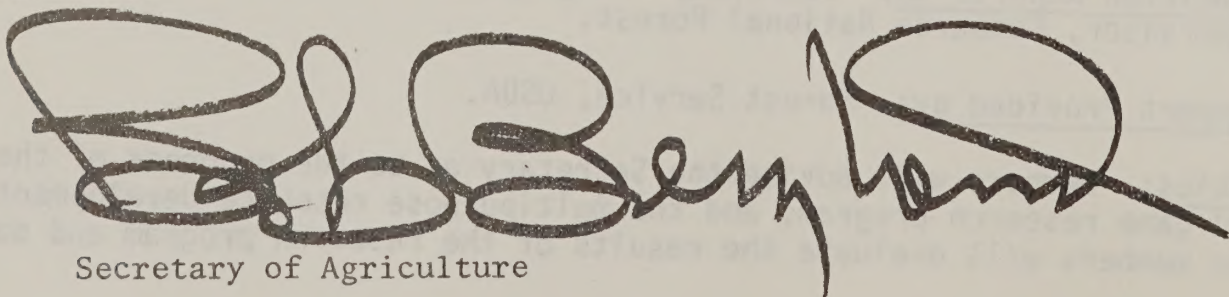
Estimated Annual Operating Cost: This estimate includes all private and public funds to be spent by or on behalf of the advisory committee broken down as follows. Members may be reimbursed by the Forest Service for their travel and per diem expenses.

a. Federal funds, which will be used to support, directly or indirectly, the operation of the committee.	\$ 500
b. Dollar value of the time and expenses which will be incurred by Federal Agencies and employees in assisting in the operation of the committee.	\$ 7,500
c. Travel expenses including per diem or subsistence, which will be incurred by committee members and Department employees in attending meetings of the advisory committee, including travel performed in support of the committee's operation.	\$ 1,600
d. All expenses which will be paid by sources outside the government including, but not limited to, those paid by the committee members or their employers, corporations, organizations, associations, or labor organizations.	\$ 1,200
TOTAL COST	\$ 10,800
TOTAL MAN-YEAR OF STAFF SUPPORT	.5

Estimated Number and Frequency of Meetings: Every 180 days or as often as the Secretary deems necessary. Meetings will normally be held in Grangeville, Idaho. All meetings will be open to the public.

Officers and Membership: The committee shall consist of seven members appointed by the Secretary of Agriculture. Membership terms shall be for the life of the committee. The Secretary shall designate one committee member to be the chairperson. The Forest Supervisor, Nezperce National Forest, shall serve as the Executive Secretary. The Executive Secretary shall attend all meetings and have authority to adjourn any meeting when he considers adjournment to be in the public interest.

Secretary's Memorandum No. 1953 dated August 17, 1978 is hereby superceded.


Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

August 23, 1978

SECRETARY'S MEMORANDUM NO 1954

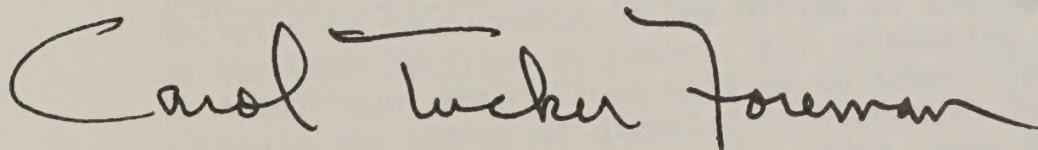
Minority Business Enterprise

On March 27, 1978, President Carter announced a comprehensive set of policies to conserve America's communities. Assistance to minority-owned businesses is a part of the Federal commitment. The President pledged to triple, in comparison to 1977 levels, Federal procurement from minority businesses by the end of FY 1979.

The Interagency Council on Minority Business Enterprise (IAC), chaired by the Under Secretary of Commerce, is responsible for coordinating the government's efforts to assist minority business people. They have taken the lead to help the President accomplish his initiative to aid minority firms, but they cannot succeed without our cooperation.

I have asked Dr. Joan Wallace, Assistant Secretary for Administration, to coordinate Departmental participation to improve the performance of agency procurements to minority businesses. Departmental efforts in FY 1977 resulted in \$12.7 million in competitive and 8(a) contract awards to minority businesses. To achieve the President's commitment, we must award \$38.1 million to minority businesses by the end of FY 1979. This will not be an easy task. In order to meet this challenge, new and innovative initiatives must be developed.

We can only meet our Departmental goal if each one of our agencies establishes an increased but realistic goal and then commits itself to this level of attainment. We must take an active role to assure that this program succeeds. I urge that every agency place a high priority on this program and support it so that we will not only meet, but exceed the goals set for our Department.



Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 25, 1978

SECRETARY'S MEMORANDUM NO. 1955

Improving USDA Decisions and Regulations

The growing size and complexity of government makes it imperative that we increase our efforts to ensure that the Department's actions are responsive to public needs. The President's Executive Order 12044 prescribes measures to improve the Federal Government's rules and regulations to minimize unnecessary burdens on the public while achieving maximum effectiveness. I believe the Department should apply these same principles to all decisions including regulations, agency directives, legislative proposals and reports and other program actions.

1. USDA DECISION CALENDAR

A decision calendar makes possible a more orderly decisionmaking process. It is an early warning system which permits the scheduling of the time, analysis, and public participation necessary for good decisions. It will also provide a schedule of significant regulations as directed by Executive Order 12044.

Responsibility. The General officers of the Department will determine whether actions are significant, requiring oversight or approval in the Office of the Secretary. The Director of Economics, Policy Analysis and Budget shall have overall responsibility for the decision calendar. Administrators and staff office heads are responsible for developing and maintaining a decision calendar for their agencies and offices on a current basis. The Director of Economics, Policy Analysis and Budget through the Public Participation Staff will maintain the USDA Decision Calendar and provide instructions to agencies and staff offices on the timing of reports, format and items for inclusion.

Scope and Coverage. All USDA decisions or actions which require a decision or concurrence in the Office of the Secretary are to be included on the USDA Decision Calendar. All rulemaking activities which may result in significant regulations will be so identified to meet the intent of a regulation agenda as directed in Executive Order 12044. All decisions or actions at a similar level for which other Departments or Agencies are responsible, but which require input or action by this Department, are also to be included.

Approval and Publication. The USDA Decision Calendar will be published twice each year in the Federal Register. Amendments will be published as necessary to correct or update the Calendar. The Calendar will be approved by the Secretary before publication.

2. SIGNIFICANT REGULATIONS AND ACTIONS

To insure adequate and effective oversight, the President has directed in Executive Order 12044 that the Secretary shall approve "significant" regulations -- those with major or extensive impact on the public. The "significant" classification in USDA will include all proposed actions that require a decision or concurrence by an assistant secretary or higher level official. This will include any regulation or action which:

will cause a substantial increase or reduction in program coverage that will affect a significant number of people

will cause a substantial change in total program outlays or in the level of direct, indirect or induced benefits or costs.

will substantially alter enforcement or compliance requirements.

will significantly expand or contract public services which might affect any stage of production, processing, distribution or consumption.

is likely to raise significant controversy due to conflict over questions of fact or impact.

When an action or regulation is designated significant, it would require approval in the Office of the Secretary before implementation or publication in the Federal Register. The agency head responsible for its development would be responsible for certifying to the Office of the Secretary that:

- the proposed action or regulation is needed.
- alternative approaches have been analyzed, direct and indirect.
- impacts have been considered and the proposed action is the most acceptable.
- public comments have been solicited and considered.
- regulations are clearly written and understandable and compliance burdens have been minimized.
- a contact point is listed who can competently advise the public, and
- an adequate evaluation plan exists and will be implemented.

3. IMPACT ANALYSIS SYSTEM FOR RULEMAKING AND OTHER DECISIONS

All decisions should be made based on a careful, objective analysis of the consequences of the meaningful alternatives.

The Director of Economics, Policy Analysis and Budget will be responsible for the approval of impact analyses and shall develop guidelines and take action to ensure the effective operation of a comprehensive impact analysis procedure.

Agency heads, under the leadership of their Assistant Secretaries, shall develop and maintain competent analytical staff capability to perform impact analysis and institute procedures to establish the use of impact analysis as a basic decisionmaking procedure.

4. PUBLIC PARTICIPATION

Public participation is an important device for obtaining ideas and information to better serve the public. All agencies are directed to actively solicit public comment and are encouraged to use several means to obtain the greatest possible public input.

Each agency will be required to have a Public Participation Office reporting directly to the Administrator. A coordinating Public Participation Staff is being created at the Department level. At the initiation of each rulemaking procedure, agencies will be required to have a Public Participation plan for that action. The Department level staff will review and approve the methods and effectiveness of agency procedures before they are implemented. It will also monitor agency follow-up on public suggestions and complaints that have been submitted.

Public Participation Plans should be tailored to the agencies' constituencies and should stimulate the broadest possible range of public input at each significant stage -- pre-proposal analysis, comment on proposals, comment and complaints in post rulemaking evaluation and on the needs for review of regulations.

The Departmental Public Participation Staff, reporting to the Director of Economics, Policy Analysis and Budget will issue instructions and guidelines for agency public participation offices and advise the Secretary on the performance of Public Participation in USDA. Their functions will include:

- Concurrence in agency Public Participation plans.

- Maintenance of the USDA Decision Calendar (and review of the supporting agency Calendars).

- Regulatory complaint monitoring and follow-up.

- Assurance that proper procedures are followed in developing Significant regulations.

5. WRITING CLEARER REGULATIONS

Agency heads are primarily responsible for drafting regulations. Where appropriate, their public information officers should be involved in writing regulations to make certain the writing is clear.

Our rules and regulations are intended mainly for those who must understand them to abide by them, or to use USDA programs. We also must write for those who enforce or oversee regulations. The clearer and more straightforward our regulations are, the more likely both these groups will understand them. That, in turn, should make our programs more effective and help the public accept our mission.

The Office of Governmental and Public Affairs will be responsible for working with Department agencies to develop agency plans to write regulations clearly. GPA will report to the Secretary by Nov. 1 on the results of that effort.

6. DEVELOPING USDA RULES AND REGULATIONS

In Executive Order 12044, the President directed executive agencies to review and revise procedures for developing and reviewing regulations as necessary to carry out the intent of that Order.

Each agency shall review its rulemaking process and make such revisions as needed to assure the following steps are part of their procedure:

1. Advance entry on agency decision calendar.
2. Identification of significant regulations for the USDA Decision Calendar.
3. A public participation plan for developing regulations.
4. "Pre-notice" to invite public input wherever possible for developing the regulation.
5. The initiation of and plans for impact analysis.
6. A format for proposed and final decision statements to cover: the significance of the regulation, alternatives considered, response to public input and comment, 60 days for comment on proposed regulations or a statement of emergency or urgency where less time is provided and the availability of appropriate impact analysis documentation.
7. Procedures for assuring clear language in all regulations.

These procedures will be applied to all informal rulemaking in the Department except for those areas exempted in Executive Order No. 12044 which involve agency management, personnel selection and Federal Government procurement. Formal rulemaking procedures, which are covered under the Administrative Procedure Act, are also exempted because of the strict rules that already apply to the conduct of hearings and the handling of evidence and information.

The Director, Economics, Policy Analysis and Budget, in cooperation with the General Counsel, will have responsibility for reviewing the steps taken by each agency to comply with the spirit and intent of Executive Order 12044 and the report to the Secretary on their adequacy by November 1, 1978.

7. REVIEW OF EXISTING REGULATIONS

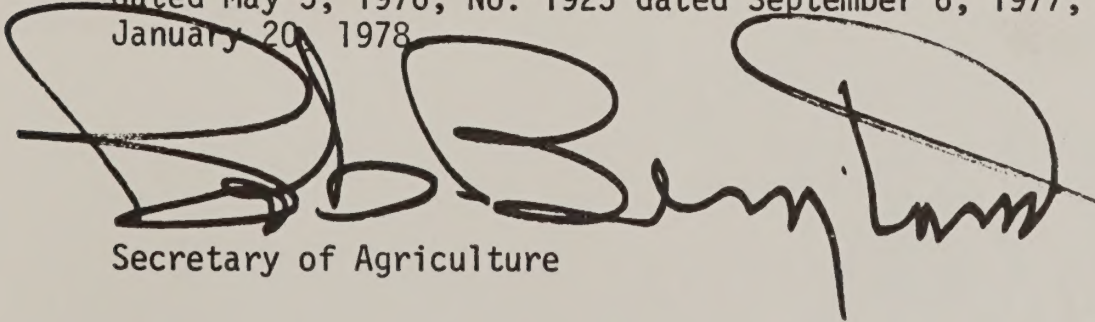
The Executive Order also directs that agencies periodically review their existing regulations using the procedural rules which apply to developing new regulations. Each USDA agency will develop plans for review to assure that no regulations have existed more than 5 years without review or repromulgation. Each should propose a portion of its regulations for review in the USDA report on Executive Order 12044 and in each subsequent Decision Calendar. After considering public comment and suggestions, a list of regulations scheduled for review would be published in the decision calendar and in notices inviting public involvement in the review.

The review process will involve two parts: (a) review for clear language, and (b) impact analysis to assess continued need and the continued appropriateness of the approach. Any revisions needed will be made following the procedures for new regulations. If no significant changes are required, a notice terminating the review and adding a "sunset" provision will be published.

8. EFFECTIVE DATE

The provisions of this Memorandum are effective immediately, and will remain in effect until repealed or superseded.

This Memorandum supersedes Secretary's Memoranda No. 1865, Revised, dated May 5, 1976, No. 1925 dated September 6, 1977, and No. 1931 dated January 20, 1978.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

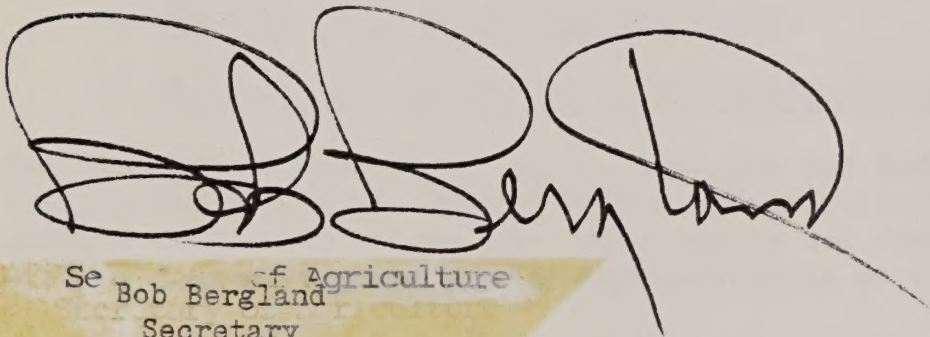
August 30, 1979

SECRETARY'S MEMORANDUM NO. 1955, SUPPLEMENT NO. 1

Improving USDA Decisions and Regulations

Effective October 1, 1979, all significant decisions, designated as such under the procedures in Secretary's Memorandum 1955, will require clearance indicating the Decision Log has been completed and approved before the final action is presented for approval and signature. Agencies will be responsible for obtaining this clearance from the Decision System staff of the Office of Budget, Planning and Evaluation before presenting the decision to the appropriate Assistant Secretary, Director, Under Secretary, Deputy Secretary or Secretary for approval or concurrence. All significant actions must be approved or concurred in at the Assistant Secretary's level or higher.

All elements of the five procedural steps in the completion log part of the Decision Log form must be completed before the Log can be approved. The decision should be accompanied by a certification that the agency has reviewed the action for clear language when approval of the Decision Log is requested.



Se Bob Bergland
of Agriculture
Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 31, 1980

SECRETARY'S MEMORANDUM NO. 1955, SUPPLEMENT NO. 2

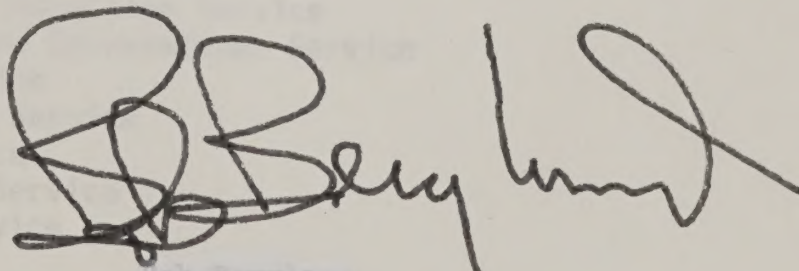
Improving USDA Decisions and Regulations

The "Regulatory Flexibility Act" (P.L. 96-354), which seeks to ensure that regulatory and informational requirements are tailored to the size and nature of small businesses, small organizations, and small governmental jurisdictions, was signed into law on September 19, 1980. The provisions of the Act become effective January 1, 1981.

P.L. 96-354 seeks to ensure that all regulations use flexible alternatives to achieve its purpose by requiring agencies to solicit and consider flexible regulatory proposals and to explain the rationale for their actions so as to assure that flexible proposals are given serious consideration. P.L. 96-354 sets forth several mechanisms to reach its goals:

1. Regulatory flexibility agenda.
2. Regulatory flexibility analyses (initial and final).
3. Increased public participation.
4. Periodic review of existing rules.
5. Reports and monitoring by the Small Business Administration.

The Director of Economics, Policy Analysis and Budget will be responsible for its implementation by the Department of Agriculture. Instructions and guidelines consonant with the requirements set forth in Executive Order 12044 will be issued to guide agency implementation of the Act.

A large, stylized handwritten signature in black ink, appearing to read 'Bob Bergland'.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 11, 1978

SECRETARY'S MEMORANDUM NO. 1956

International Agricultural Cooperation & Development Committee

The USDA is increasingly becoming involved in programs designed to reduce hunger and malnutrition throughout the world. Many of these programs are carried out under direct mandate from Congress. In others we participate as part of a cooperative U.S. Government-wide program involving dealings with foreign governments, international organizations, universities, and private institutions.

Recently we took steps to coordinate the Department's scientific and technical cooperation programs under the Assistant Secretary for International Affairs and Commodity Programs. However, to provide all agencies involved in international programs of the Department an opportunity to participate fully in the planning and implementation of these programs, I am broadening the former International Agricultural Development Committee to insure that it encompasses the new Departmental concerns in these fields. The purpose of this new Committee is to make recommendations on basic objectives, policies, and proposals arising from the administration of the Department's scientific and technical cooperation programs and to develop ways and means of effectively utilizing the Department's competence and resources in support of U.S. foreign assistance and cooperative exchange activities assigned to this Department.

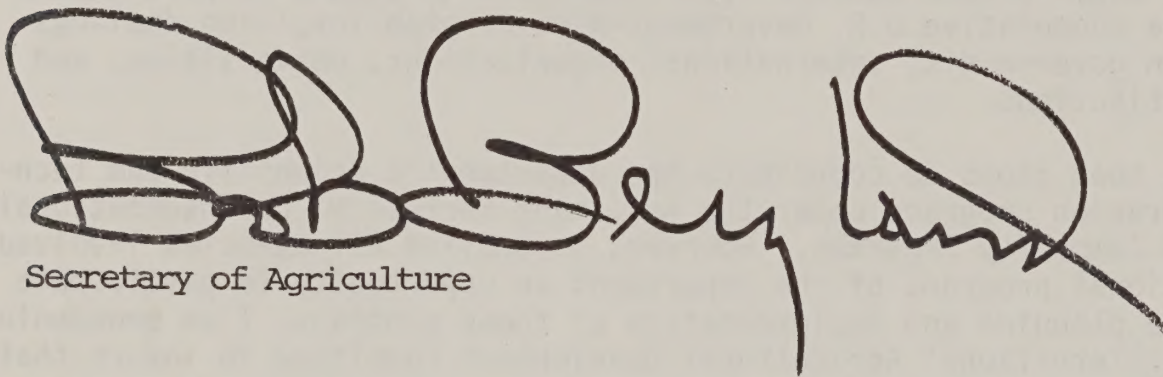
Membership on the Committee shall consist of the heads of the following agencies and offices:

- Agricultural Marketing Service
- Agricultural Stabilization and Conservation Service
- Animal and Plant Health Inspection Service
- Economics, Statistics, and Cooperatives Service
- Farmers Home Administration
- Federal Grain Inspection Service
- Food and Nutrition Service
- Food Safety and Quality Service
- Foreign Agricultural Service
- Forest Service
- Office of Budget, Planning and Evaluation
- Office of the General Sales Manager
- Office of International Cooperation and Development
- Office of Personnel

Rural Electrification Administration
Science and Education Administration
Soil Conservation Service

The Assistant Secretary for International Affairs and Commodity Programs serves as Chairman with the Director of the Office of International Cooperation and Development as Executive Secretary. The Committee in carrying out its responsibilities may establish subcommittees to deal with the operational details of coordinating and implementing the various aspects of the Department's International Scientific and Technical Cooperation Programs.

Secretary's Memorandum No. 1814 dated June 13, 1973, is hereby superseded.

A large, stylized handwritten signature in black ink, appearing to read "B. B. Bellamy". The signature is written in a cursive, flowing style with large loops and a long horizontal stroke at the end.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

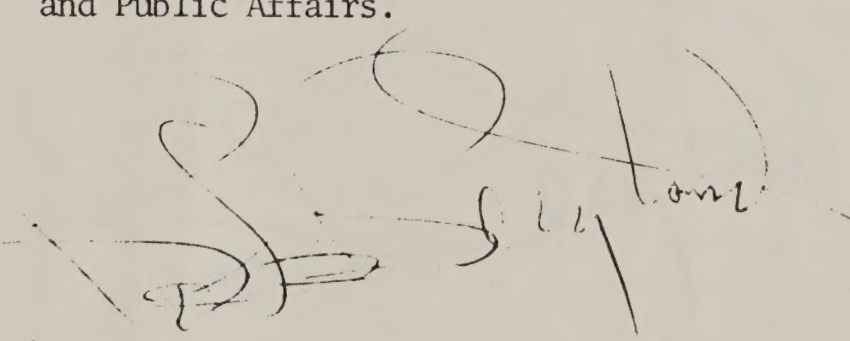
November 27, 1978

SECRETARY'S MEMORANDUM NO. 1956, SUPPLEMENT NO. 1

International Agricultural Cooperation & Development Committee

Secretary's Memorandum No. 1956, established the International Agricultural Cooperation and Development Committee. The purpose of the Committee is to make recommendations on basic objectives, policies, and proposals arising from the administration of the Department's scientific and technical cooperation programs and to develop ways and means of effectively utilizing the Department's competence and resources in support of U.S. foreign assistance and cooperative exchange activities assigned to the Department.

This Memorandum adds as additional members the heads of the Federal Crop Insurance Corporation and the Office of Governmental and Public Affairs.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

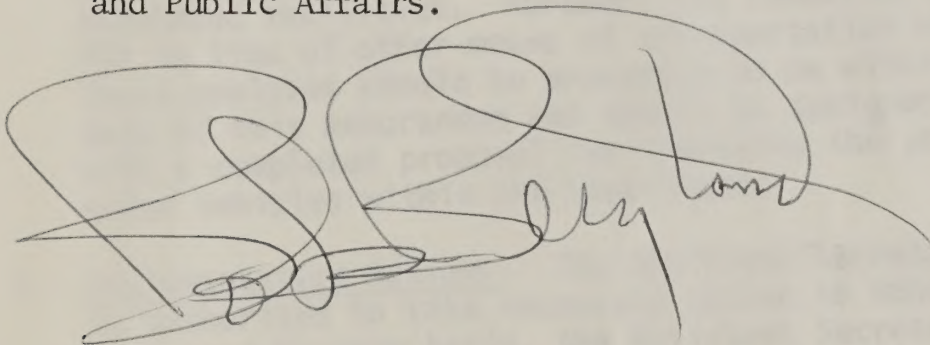
November 27, 1978

SECRETARY'S MEMORANDUM NO. 1956, SUPPLEMENT NO. 1

International Agricultural Cooperation & Development Committee

Secretary's Memorandum No. 1956, established the International Agricultural Cooperation and Development Committee. The purpose of the Committee is to make recommendations on basic objectives, policies, and proposals arising from the administration of the Department's scientific and technical cooperation programs and to develop ways and means of effectively utilizing the Department's competence and resources in support of U.S. foreign assistance and cooperative exchange activities assigned to the Department.

This Memorandum adds as additional members the heads of the Federal Crop Insurance Corporation and the Office of Governmental and Public Affairs.



Secretary of Agriculture

COMMITTEES

(International Agricultural Cooperation & Development)



November 27 1978

SECRETARY'S MEMORANDUM NO. 1988, SUPPLEMENT NO. 1

International Agricultural Cooperation & Development Committee

Secretary's Memorandum No. 1988, established the International Agricultural Cooperation and Development Committee. The purpose of the Committee is to coordinate and promote the activities of the Department's scientific and technical cooperation programs and to develop ways and means of effectively utilizing the Department's experience and resources in support of U.S. foreign assistance and cooperative exchange activities assigned to the Department.

This Memorandum adds as additional members the heads of the Federal Crop Insurance Corporation and the Office of Governmental and Public Affairs.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

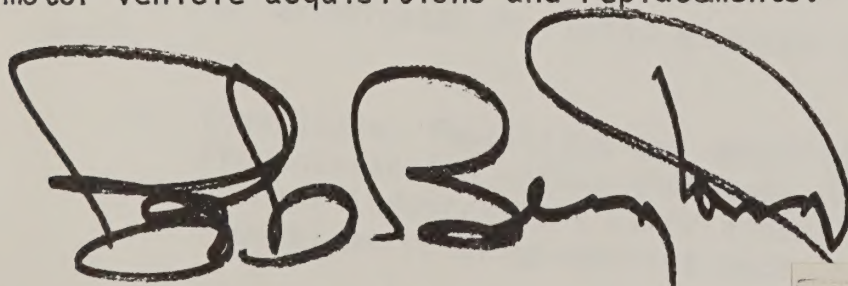
September 25, 1978

SECRETARY'S MEMORANDUM NO. 1957

Moratorium on Motor Vehicle Acquisitions
and Replacements

Both President Carter and I are concerned about administrative costs in the Federal Government and the inflationary impact on the economy. Therefore, this memorandum provides for a moratorium on the purchase of motor vehicles while we conduct an analysis of motor vehicle needs and use within the Department of Agriculture. The moratorium also provides the opportunity to reexamine the sharing of vehicles at colocated facilities.

1. Actions Ordered. Effective immediately, all actions to acquire any vehicles from fiscal year 1979 funds shall be halted. During the moratorium, the use of Privately Owned Vehicles (POV) shall not be authorized unless this is the least expensive means of transportation available to meet program requirements. Colocated agencies should maximize the use of existing vehicles at each location.
2. Action Schedule. The Assistant Secretary for Administration will provide leadership in conducting an analysis of the motor vehicle needs of the agencies in addition to the sharing of vehicles at colocated facilities. Further, the reduction or elimination of POV in lieu of other means of transportation shall be analyzed. These analyses should be presented to me within 120 days of the date of this memorandum and should be designed to provide me with a completed proposal for improving the utilization of motor vehicles within the Department.
3. Implementation Actions. The Assistant Secretary for Administration is authorized to take necessary action to conduct these analyses. On a case-by-case basis, the Assistant Secretary for Administration is also authorized to make exemptions to this moratorium on new motor vehicle acquisitions and replacements.



Secretary of Agriculture

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DIRECTOR
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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 17, 1915

ST. LOUIS, MO., December 10, 1915

RECEIVED AT THE U.S. DEPT. OF AGRICULTURE
WASHINGTON, D. C.

Dear Sir: I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the matter of the proposed amendment to the act of March 3, 1907, relating to the registration of motor vehicles. The proposed amendment is as follows: "That the Secretary of Agriculture shall cause to be prepared and printed a form for the registration of motor vehicles, which shall be sent to the several States, Territories, and Possessions, and shall be used by them for the registration of motor vehicles." The proposed amendment is in accordance with the act of March 3, 1907, and is for the purpose of providing a uniform form for the registration of motor vehicles in all the States, Territories, and Possessions.

I have the honor to inform you that the proposed amendment has been approved by the Department of Agriculture, and that the same has been forwarded to the several States, Territories, and Possessions, for their consideration. It is requested that you will cause the same to be considered by the proper authorities in your State, and that you will report the result thereof to the Department of Agriculture, as soon as possible. Very respectfully,
The Secretary

I have the honor to inform you that the proposed amendment has been approved by the Department of Agriculture, and that the same has been forwarded to the several States, Territories, and Possessions, for their consideration. It is requested that you will cause the same to be considered by the proper authorities in your State, and that you will report the result thereof to the Department of Agriculture, as soon as possible. Very respectfully,
The Secretary

I have the honor to inform you that the proposed amendment has been approved by the Department of Agriculture, and that the same has been forwarded to the several States, Territories, and Possessions, for their consideration. It is requested that you will cause the same to be considered by the proper authorities in your State, and that you will report the result thereof to the Department of Agriculture, as soon as possible. Very respectfully,
The Secretary

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[Handwritten signature]

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 10, 1978

SECRETARY'S MEMORANDUM NO. 1958

Special Coordinator for Grain
Elevator Safety and Security

1. Background and Purpose.

On January 25, 1978, I announced the appointment of John Graziano as a Special Assistant in the Federal Grain Inspection Service to marshal USDA's response to the tragic grain elevator accidents we had recently experienced. Through his efforts, we have learned much about the nature and causes of safety and security risks in grain elevators.

Now, in order to insure that the benefits of this knowledge and experience are institutionalized in the Department's programs and activities concerned with grain elevator safety and security, I have decided to extend this activity for a period of up to 12 months.

2. Establishment of a Special Coordinator for Grain Elevator Safety and Security.

The position of Special Coordinator for Grain Elevator Safety and Security is established for a period of up to 12 months starting October 1, 1978. The Special Coordinator shall report to me through the Assistant Secretary for Marketing Services. He will be expected to have overview and coordinate all matters related to grain elevator safety and security in all agencies of USDA. John Graziano is designated to serve in this capacity.

3. Responsibilities of the Special Coordinator.

The Special Coordinator for Grain Elevator Safety and Security shall:

- a. Coordinate, facilitate and expedite the action and interaction within and among USDA agencies, private industry, and other Federal and non-Federal units of government necessary to

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establish grain elevator safety and security with emphasis on developing new research, and methods of implementing such research projects.

- b. Assist the Federal Grain Inspection Service and other concerned agencies in establishing, developing and implementing an effective Grain Elevator and Security program.
- c. Provide liaison and serve as a point of contact for private industry, other Federal and non-Federal units of government, and other interested individuals, groups or associations in the areas of grain elevator safety and security.
- d. Coordinate his activities and cooperate fully with the Office of Safety and Health Management which has primary Departmentwide responsibility for the safety and health area.

4. Responsibilities of USDA Agencies.

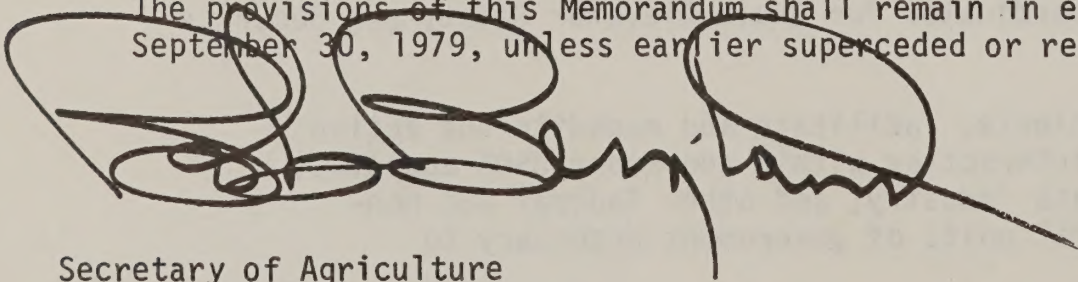
USDA agencies and staff offices are requested to support the Special Coordinator in his efforts by:

- a. providing such information and data as he may need in the performance of his assigned responsibilities,
- b. providing such other temporary assistance as requested by the Special Coordinator, and
- c. notifying the Special Coordinator of an individual to serve as an official point of contact on grain elevator safety and security matters.

5. Limitations.

The assignments of responsibilities made in this Memorandum in no way alter the existing responsibilities of the various USDA agencies.

The provisions of this Memorandum shall remain in effect until September 30, 1979, unless earlier superseded or rescinded.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 5, 1980

SECRETARY'S MEMORANDUM NO. 1958, REVISED

Special Coordinator for Grain
Elevator Safety and Security

1. Background and Purpose.

On October 10, 1978, I established a Special Coordinator for Grain Elevator Safety and Security. Much has been accomplished by this position since its establishment. However, not all the projects and work undertaken by the Special Coordinator have been completed. Therefore, in order to provide for the completion of the work in process, I have decided to extend this activity until September 30, 1980.

2. Continuation of the Special Coordinator for Grain Elevator Safety and Security.

The position of Special Coordinator for Grain Elevator Safety and Security is continued until September 30, 1980. The Special Coordinator shall report to me through the Assistant Secretary for Marketing and Transportation Services. He will be expected to have overview and coordinate all matters related to grain elevator safety and security in all agencies of USDA. Don Herring is designated to serve in this capacity.

3. Responsibilities of the Special Coordinator.

The Special Coordinator for Grain Elevator Safety and Security shall:

- a. Coordinate, facilitate and expedite the action and interaction within and among USDA agencies, private industry, and other Federal and non-Federal units of government necessary to establish grain elevator safety and security with emphasis on developing new research, and methods of implementing such research projects.
- b. Assist the Federal Grain Inspection Service and other concerned agencies in establishing, developing and implementing an effective Grain Elevator and Security program.
- c. Provide liaison and serve as a point of contact for private industry, other Federal and non-Federal units of government, and other interested individuals, groups or associations in the areas of grain elevator safety and security.
- d. Coordinate his activities and cooperate fully with the Office of Safety and Health Management which has primary Departmentwide responsibility for the safety and health of USDA employees. All external liaison concerning USDA

ORGANIZATION 1 (JGTS)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 2, 1950

On October 10, 1948, I established a Special Coordinator for Grain Elevator Safety and Security. Much has been accomplished by this position since its establishment. However, not all the projects and work undertaken by the Special Coordinator have been completed. Therefore, in order to provide for the completion of the work in progress, I have decided to extend this activity until September 30, 1950.

Continuation of the Special Coordinator for Grain Elevator Safety and Security.

The position of Special Coordinator for Grain Elevator Safety and Security is continued until September 30, 1950. The Special Coordinator shall report to me through the Assistant Secretary for Market and Transportation Services. He will be expected to have overview and coordinate all matters related to grain elevator safety and security affairs of USDA. His working is assigned to serve in this capacity.

Responsibilities of the Special Coordinator.

The Special Coordinator for Grain Elevator Safety and Security shall:

- a. Coordinate, facilitate and expedite the action and information with the various USDA agencies, industry, and other Federal and non-Federal units of government necessary to establish grain elevator safety and security. With emphasis on developing new research, and conduct of important such research projects.
- b. Assist the Federal Grain Inspection Service and other concerned agencies in establishing, developing and implementing an effective grain elevator safety program.
- c. Provide liaison and serve as a point of contact for industry, agricultural and non-agricultural units of government and other interested individuals, groups or associations in the areas of grain elevator safety and security.
- d. Coordinate his activities and cooperate fully with the Office of Safety and Health Department which has primary responsibility for the safety and health of

employee Safety and Health shall be coordinated or conducted through the Department's Office of Safety and Health Management.

4. Responsibilities of USDA Agencies.

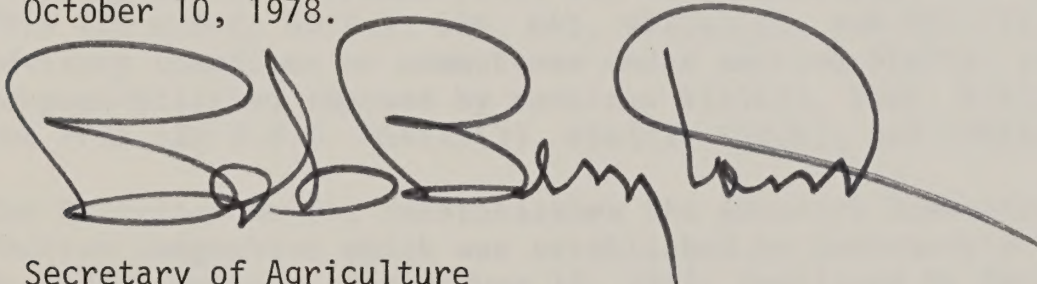
USDA agencies and staff offices are requested to support the Special Coordinator in his efforts by:

- a. providing such information and data as he may need in the performance of his assigned responsibilities.
- b. providing such other temporary assistance as requested by the Special Coordinator, and
- c. notifying the Special Coordinator of an individual to serve as an official point of contact on grain elevator safety and security matters

5. Limitations.

The assignment of responsibilities made in this Memorandum in no way alters the existing responsibilities of the various USDA agencies. The provisions of this Memorandum shall remain in effect until September 30, 1980, unless earlier superseded or rescinded.

This memorandum replaces Secretary's Memorandum No. 1958 dated October 10, 1978.

A large, stylized handwritten signature in dark ink, appearing to read "Bob Bergman". The signature is written over the printed name of the Secretary of Agriculture.

Secretary of Agriculture

through the Department's Office of Policy and Planning
employment safety and health goals of environmental protection

4. Responsibilities of OSHA Regional Offices

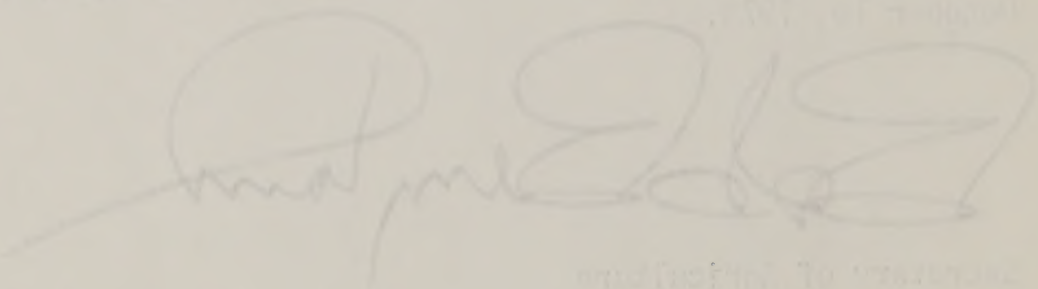
OSHA Regional Offices and State Offices are requested to support the Special
Committee in its activities:

- a. providing such information and data as may be needed in the
performance of its assigned responsibilities;
- b. providing such other information and data as requested by
the Special Committee; and
- c. conducting the field activities of an individual or group
as an official representative of the Special Committee and
reporting actions

5. Conclusions

The assignment of responsibilities made in this document in no way
diminishes the responsibilities of the various OSHA Regional
Offices or the Special Committee in its assigned duties.

This document is intended to provide information for the Special
Committee only.



Secretary of Labor

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 6, 1978

SECRETARY'S MEMORANDUM NO. 1959

Advisory Committee on Meat and Poultry Inspection

The purpose of the Federal Meat Inspection Act as amended and the Poultry Products Act as amended, is to protect the consuming public from meat, meat food products, poultry, and poultry products that are adulterated or misbranded. The Acts provide for this to be achieved by Federal and State meat and poultry inspection programs. The Secretary is authorized to cooperate with appropriate State agencies in developing and administering effective State meat and poultry inspection programs and other activities by section 301(a)(4) (21 U.S.C. 661(a)(4)) of the Federal Meat Inspection Act and section 5(a)(4) (21 U.S.C. 454(a)(4)) of the Poultry Products Inspection Act.

The Secretary is required to establish an advisory committee or committees under section 301(a)(4) of the FMIA to carry out the responsibilities imposed by sections 7(c), 24, 205, 301(a)(3), and 301(c) of the FMIA (21 U.S.C. 607(c), 624, 645, 661(a)(3), and 661(c)), as well as an advisory committee or committees under section 5(a)(4) to carry out the responsibilities imposed by sections 5(a)(3), 5(c), 8(b), and 11(e) of the PPIA (21 U.S.C. 454(a)(3), 454(c), 457(b), and 460(e)).

11-17-70 The Secretary hereby reestablishes the Advisory Committee on Meat and Poultry Inspection which was established by Secretary's Memorandum No. 1712, Revised, dated June 11, 1971, continued by Secretary's Memorandum No. 1820, dated February 26, 1973, and No. 1820, dated August 2, 1973, and reestablished by Secretary's Memorandum No. 1820, Revised, dated May 30, 1975. This action is in the public interest in connection with the duties and responsibilities imposed on the Department by law. ✓

The objective of the Committee shall be to advise the Secretary concerning State and Federal programs with respect to meat and poultry inspection.

The Committee shall also carry out the responsibilities imposed by sections 7(c), 24, 205, 301(a)(3), and 301(c) of the FMIA and by sections 5(a)(3), 5(c), 8(b), and 11(e) of the PPIA.

The Assistant Secretary, Food and Consumer Services, will be the Chairperson to whom the Committee will report. The Administrator, Food Safety and Quality Service, will be the Vice-Chairperson. In the absence of the

Chairperson, the Vice-Chairperson will act in her/his stead. A representative of Food Safety and Quality Service will serve as Executive Secretary.

Members of the Committee will be appointed by the Secretary. The Secretary in exercising the power of appointment will insure that State agencies concerned with meat and poultry inspection are adequately represented. Staff support for the Committee shall be provided by the Food Safety and Quality Service.

The duties of the Committee are solely advisory. They include the above-mentioned statutory responsibilities as well as evaluating State meat and poultry inspection programs, identifying means for obtaining better coordination and more uniformity among State inspection programs and between Federal and State programs, and recommending methods for assuring adequate consumer protection on such matters as plant inspection procedures and complex criteria for formulating and labeling meat and poultry food products.

Selection of committee members will be based on national geographic distribution, sex, and other relevant factors in order to gain a broadly balanced membership in terms of various regional or local points of view and representation.

The annual anticipated operating costs of the Advisory Committee is \$23,745, broken down as follows:

Federal funds to purchase necessary supplies and materials	\$ 500
Staff support which includes salary and benefit costs 0.2 MY	5,830
Travel expenses including subsistence	15,000
Expenses paid by sources outside Government	2,415
Total	<u>\$23,745</u>

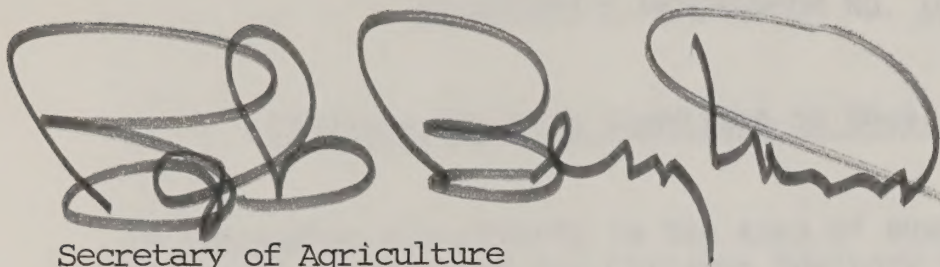
The estimated annual operating costs include all private and public funds to be spent by or on behalf of the Advisory Committee.

The period of time necessary for the Committee to complete its purposes is the duration of the FMIA and the PPIA or until the Committee is superseded by the Secretary. The Committee's duration shall be indefinite or until the Committee is superseded by the Secretary.

It is estimated that the Committee will meet on a quarterly basis.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250
January 22, 1968

This memorandum also serves as a charter for the Advisory Committee on Meat and Poultry Inspection.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 24, 1978

SECRETARY'S MEMORANDUM NO. 1960

Citizens Advisory Committee on Equal Opportunity

To strengthen our efforts in the area of equal opportunity, there is hereby established the Citizens Advisory Committee on Equal Opportunity. Establishment of this Committee is in the public interest in connection with the performance of duties and responsibilities of this Department.

The functions of this Committee shall be to:

- (a) advise the Secretary on the effectiveness of program directives that are designed to achieve compliance;
- (b) review all aspects of the Department's policies, practices and procedures which promote equal opportunity; and
- (c) recommend changes in Department rules, regulations and orders to assure that our activities are free from discrimination based on race, color, sex, religion, national origin, age or marital status.

Committee members, who will be appointed by the Secretary, will represent various interests, including farmers, ranchers, agricultural industrialists, educators, farm and minority organizations, business groups, women, and consumer and health groups.

The Committee will report to the Secretary through the Assistant Secretary for Administration who shall serve as the Chairperson. The Director of the Office of Equal Opportunity shall serve as the Vice Chairperson and a representative of that office shall serve as the Executive Secretary and provide staff support for the Committee.

The Committee will serve an essential function. Its purpose could not be carried out in less than two years.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D.C. 20250

October 24, 1960

SECRETARY'S MEMORANDUM NO. 1960

Citizens Advisory Committee on Equal Opportunity

To strengthen our efforts in the area of equal opportunity, there is hereby established the Citizens Advisory Committee on Equal Opportunity. Establishment of this Committee is in the public interest in connection with the performance of duties and responsibilities of this Department.

The functions of this Committee shall be to:

- (a) advise the Secretary on the effectiveness of program directives that are designed to achieve compliance;
- (b) review all aspects of the Department's policies, practices and procedures which promote equal opportunity; and
- (c) recommend changes in Department rules, regulations and orders to assure that our activities are free from discrimination based on race, color, sex, religion, national origin, age or marital status.

Committee members, who will be appointed by the Secretary, will represent various interests, including farmers, ranchers, agricultural industrialists, educators, farm and minority organizations, business groups, women, and consumer and health groups.

The Committee will report to the Secretary through the Assistant Secretary for Administration who shall serve as the Chairman. The Director of the Office of Equal Opportunity shall serve as the Vice Chairman and a representative of that office shall serve as the Executive Secretary and provide staff support for the Committee.

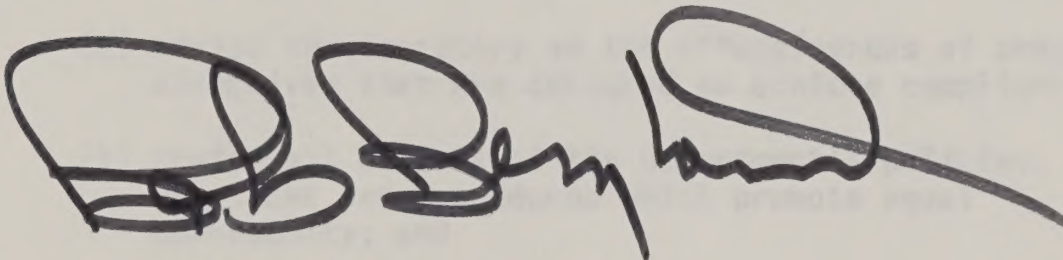
The Committee will serve an essential function. Its purpose could not be carried out in less than two years.

(Equal Opportunity Citizens Advisory Committee)

COMMITTEES

The Committee will meet twice a year. It is estimated that staff support will involve approximately two man-years at an annual cost of \$90,000 in Federal funds. Additional Federal costs are estimated at \$17,000 for travel and per diem for Committee members and other Federal employees to attend the meetings and for the time of Federal employees at meetings of the Committee. In addition, non-Federal members or their employees will pay costs for time and other expenses estimated at \$25,000 of non-Federal dollars. The expense estimates listed include all private and public funds to be spent by or on behalf of the Committee.

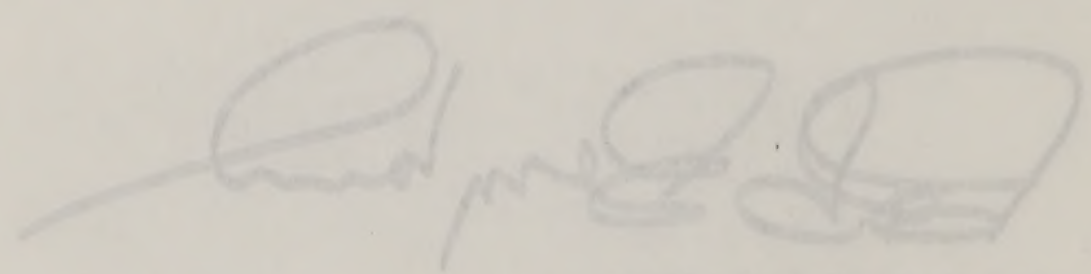
The Committee will expire two years from the date of this memorandum. This memorandum also serves as the charter for the Committee.

A large, stylized handwritten signature in dark ink, likely belonging to Earl Warren, the Secretary of Agriculture at the time.

Secretary of Agriculture

The Committee will meet twice a year. It is estimated that staff support will involve approximately two man-years at an annual cost of \$90,000 in Federal funds. Additional Federal costs are estimated at \$17,000 for travel and per diem for Committee members and other Federal employees to attend the meetings and for the time of Federal employees at meetings of the Committee. In addition, non-Federal members or their employees will pay costs for time and other expenses estimated at \$25,000 of non-Federal dollars. The expenses estimated listed include all private and public funds to be spent by or on behalf of the Committee.

The Committee will expire two years from the date of this memorandum. This memorandum also serves as the charter for the Committee.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 7, 1979

SECRETARY'S MEMORANDUM NO. 1960 - REVISED

Citizens' Advisory Committee on Equal Opportunity

To strengthen our efforts in the area of equal opportunity, there is hereby established the Citizens' Advisory Committee on Equal Opportunity. Establishment of this Committee is in the public interest in connection with the performance of duties and responsibilities of this Department.

The functions of this Committee shall be to:

- (a) advise the Secretary on the effectiveness of program directives that are designed to achieve compliance;
- (b) review all aspects of the Department's policies, practices and procedures which promote equal opportunity; and
- (c) recommend changes in Department rules, regulations and orders to assure that our activities are free from discrimination based on race, color, sex, religion, national origin, age, handicap, or marital status.

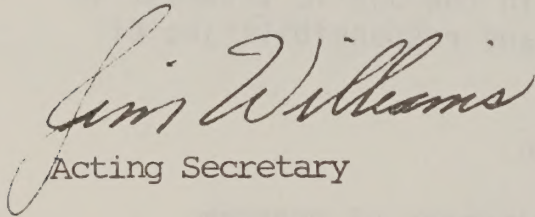
Committee members, who will be appointed by the Secretary, will represent various interests, including farmers, ranchers, agricultural industrialists, educators, farm and minority organizations, business groups, women and consumer and health groups.

The Committee will report to the Secretary through the Assistant Secretary for Administration who shall serve as the Chairperson. The Director of the Office of Equal Opportunity shall serve as the Vice Chairperson and a representative of the office shall serve as the Executive Secretary and provide staff support for the Committee.

The Committee will serve an essential function. Its purpose could not be carried out in less than two years.

The Committee will meet twice a year. It is estimated that staff support will involve approximately two man-years at an annual cost of \$90,000 in Federal funds. Additional Federal costs are estimated at \$17,000 for travel and per diem for Committee members and other Federal employees at meetings of the Committee. In addition, non-Federal members or their employees will pay costs for time and other expenses estimated at \$25,000 of non-Federal dollars. The expense estimates listed include all private and public funds to be spent by or on behalf of the Committee.

The Committee will expire two years from October 24, 1978. This memorandum also serves as the charter for the Committee.


Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

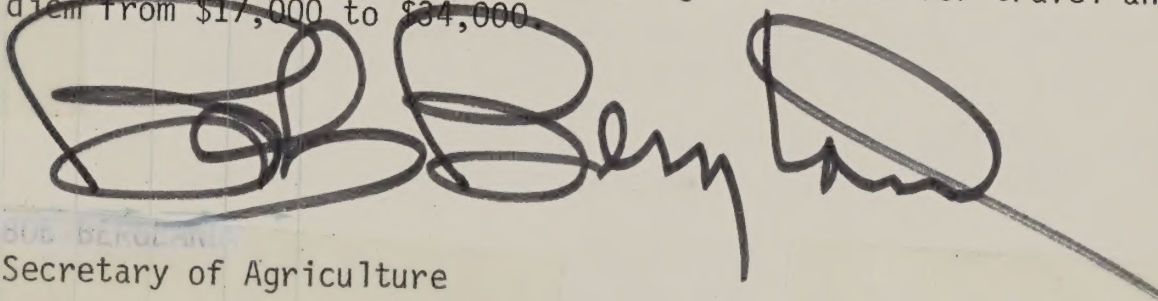
July 16, 1980

(MEMO. SERIES)

SECRETARY'S MEMORANDUM NO. 1960, REVISED, SUPPLEMENT NO. 1

Citizens' Advisory Committee on Equal Opportunity

This supplement amends the portion of the charter of the Citizens' Advisory Committee on Equal Opportunity relating to the annual cost of operating the Committee by increasing the amount for travel and per diem from \$17,000 to \$34,000.



Secretary of Agriculture

COMMITTEES (Equal Opportunity Citizens Advisory) 3/

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

DEC 11 1980
(PTE)

SECRETARY'S MEMORANDUM NO. 1960, REVISED

Citizens' Advisory Committee on Equal Opportunity

(3 SPACES)

To strengthen our efforts in the area of equal opportunity, the Citizens' Advisory Committee on Equal Opportunity is hereby renewed. Renewal of this Committee is in the public interest in connection with the performance of duties and responsibilities of this Department.

The functions of this Committee shall be to:

- (a) advise the Secretary on the effectiveness of program directives that are designed to achieve compliance;
- (b) review all aspects of the Department's policies, practices and procedures which promote equal opportunity; and
- (c) recommend changes in Department rules, regulations and orders to assure that our activities are free from discrimination based on race, color, sex, religion, national origin, age, marital status or handicap.

Committee members shall be appointed by the Secretary. They represent various interests, including farmers, ranchers, agricultural industrialists, educators, farm and minority organizations, business groups, women and consumer and health groups.

The Committee reports to the Secretary through the Assistant Secretary for Administration who serves as the Chairperson. The Director of the Office of Equal Opportunity serves as the Vice Chairperson and that Office provides staff support for the Committee. A Special Assistant in the Office of the Assistant Secretary for Administration shall serve as the Executive Secretary for the Committee.

The Committee will serve an essential function. Its purpose could not be carried out in less than two years.

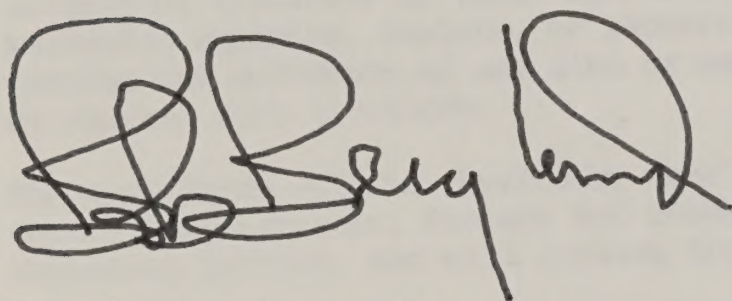
FORM AD-778 (1/80)

COMMITTEES

(Equal Opportunity Citizens' Advisory)

The Committee will meet twice a year. It is estimated that staff support will involve approximately two staff-years at an annual cost of \$90,000 in Federal funds. Additional Federal costs are estimated at \$34,000 for travel and per diem for Committee members and other Federal employees to attend the meetings and for the time of Federal employees at meetings of the Committee. In addition, non-Federal members or their employers will pay costs for other expenses estimated at \$2,000 of non-Federal dollars. The expense estimates listed include all private and public funds to be spent by or on behalf of the Committee.

The Committee will expire two years from the date of this memorandum. This memorandum also serves as the charter for the Committee. Secretary's Memorandum No. 1960, dated October 24, 1978, is hereby superseded.

A handwritten signature in black ink, appearing to read "S. Bergland", is written over the signature line of a memorandum form.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

USDA ESCS NEAD
AGRICULTURAL HISTORY
146 GHI BLDG

1

October 23, 1978

SECRETARY'S MEMORANDUM NO. 1961

Task Force to Study Methods of Disclosing Liens
or Other Security Interest in Livestock

In accordance with P.L. 95-409, signed October 2, 1978, I hereby establish a task force to study methods by which sellers of livestock or their agents may furnish to livestock marketing agencies, dealers, or packers, information concerning the existence of any lien or security interest in or against such livestock.

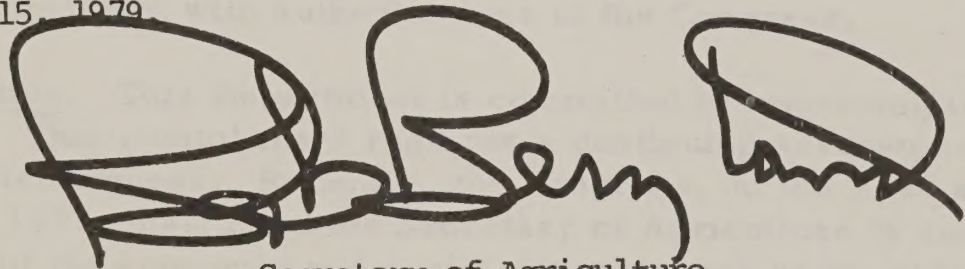
The task force will be chaired by Charles B. Jennings, Deputy Administrator, Packers and Stockyards, Agricultural Marketing Service, and will include the following representatives:

One from the Office of Budget, Planning and Evaluation

One from the Farmers Home Administration

Two from the Office of the General Counsel

The task force will furnish a report of their conclusions, including legislative recommendations, to the Secretary no later than January 15, 1979.

A large, stylized handwritten signature in black ink, appearing to read "B. B. Jennings", is written over the title of the Secretary of Agriculture.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 30, 1978

SECRETARY'S MEMORANDUM NO. 1962

Evaluation of Extension Programs

Background and Context. The partnership between the USDA and the States in extension programs has contributed greatly to the advancement of U. S. agriculture and the lives of the American people. This partnership is cooperatively supported by Federal, State, and local government funds and provides off-campus educational programs of an informal, problem oriented nature. Extension personnel interpret, disseminate, and encourage the practical use of research results. They are a catalyst for individual and group action. They conduct programs of education for action that stress organizational and educational leadership.

Educational programs are conducted in virtually every county of the Nation and reach a broad diversity of audiences, both rural and urban. Through the years the Congress has supplemented, expanded, and reaffirmed the Federal commitment to extension programs. Programs carried out in the States reflect and respond to problems, needs, and opportunities nationally and within the States. These programs are formulated with the participation and involvement of clientele and presented in program plans pursuant to agreements with Federal and State agencies and local governments and consistent with authorizations of the Congress.

Purpose of Evaluation. This Department is committed to improving its service to people. This commitment requires a continuing assessment of program cost effectiveness. Recently, the Congress, in the Food and Agriculture Act of 1977, instructed the Secretary of Agriculture to conduct an evaluation of the economic and social consequences of the extension programs of the Science and Education Administration and the Cooperative Extension Services, including those programs relating to agricultural production and distribution, home economics, nutrition education, community development, and 4-H youth programs. The Act requests the Secretary to report the results of this evaluation to Congress no later than March 1979.

Underlying these requests for evaluation is a desire to stretch limited resources to meet the increasing need for informal educational opportunities. There is also a new awareness of the importance of adapting these programs to meet the changing needs of individuals and the Nation.

A meaningful evaluation of extension education is no simple task. Economic and social consequences of public programs, especially educational programs, are among the most difficult to assess. The evaluation authorized here is even more challenging because of the wide range of programs now offered by the State Cooperative Extension Services and the growing diversity of audiences served.

Objectives. The major objectives for the evaluation effort include the following:

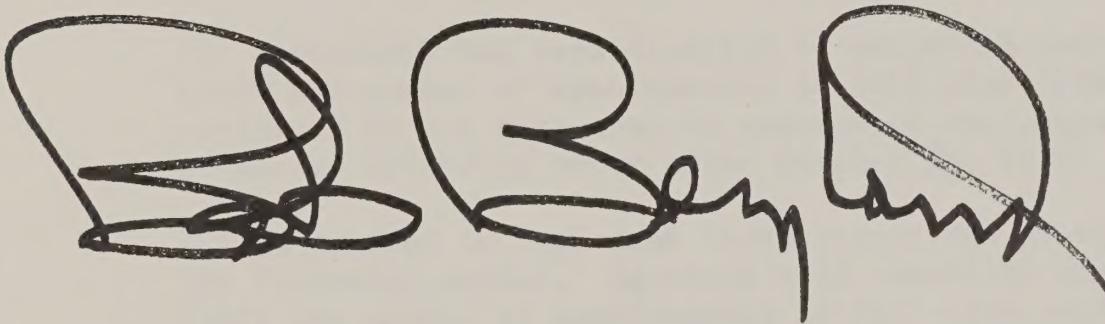
1. To provide Congress, through the Secretary of Agriculture, with a report which assesses the economic and social consequences of extension programs based essentially on existing conditions and data.
2. To identify and describe the operations and effectiveness of extension program components to provide decision information to State Cooperative Extension Services and analysis useful to OMB and USDA.
3. To provide extension with a basis for continuing evaluation of its programs, including identification of appropriate outcome data and suggestions for measuring these data.

Implementation. Overall direction of the extension evaluation is to be provided by an Evaluation Policy Group, co-chaired by the Assistant Secretary for Conservation, Research, and Education, and the Chairman of the Task Force on Evaluation of the Extension Committee on Organization and Policy (ECOP). Other members of the policy group will include a representative of the Office of Management and Budget; the Department's Director of Economics, Policy Analysis and Budget; the Director of the Science and Education Administration; the Deputy Director of the Science and Education Administration for Extension; and four State extension directors and a representative of the 1890 land-grant institutions and Tuskegee Institute who also serve as members of the Task Force on Evaluation of the Extension Committee on Organization and Policy.

The evaluation is to be designed and carried out under the co-sponsorship of the Department of Agriculture and the State Cooperative Extension Services. The project will be managed by a Project Director with the help of a small core staff. The Science and Education Administration-Extension will provide funding to carry out contract studies and the management of the project.

Each State Cooperative Extension Service is expected to participate in the evaluation effort by providing information as well as reviewing material and providing personnel as needed.

I am directing M. Rupert Cutler, Assistant Secretary for Conservation, Research, and Education, to coordinate and oversee these implementation actions.

A large, stylized handwritten signature in black ink, appearing to read "B. B. Bennett". The signature is composed of several large, overlapping loops and a long, sweeping tail.

Secretary of Agriculture

The first thing I noticed when I stepped out of the car was the heat. It was a sticky, oppressive heat that seemed to wrap around me. I had heard that the weather in the South was terrible, but I didn't realize it would be this bad. The sun was beating down on me, and I could feel my skin starting to burn. I took a deep breath and tried to ignore the heat. I had to get used to it. I had to survive.

I walked towards the house, my legs feeling heavy. The house was a simple, one-story building with a porch. It looked like a typical Southern home. I stood on the porch for a moment, looking at the house. It was everything I needed. A place to stay, a place to rest. I took a deep breath and walked inside.

I sat down on the couch, my head spinning. I had never felt so exhausted before. I closed my eyes and tried to relax. I needed to rest. I needed to recover. I had to survive. I had to live.

Handwritten signature or scribble.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 30, 1978

SECRETARY'S MEMORANDUM NO. 1963

Limitation on Federal Civilian Hiring

This memorandum provides guidance with respect to the limitation on hiring ordered by the President in his memorandum of October 26, 1978, and OMB Bulletin No. 79-2, dated October 27, 1978.

The Department has been directed to establish controls to limit the number of appointments to full-time permanent positions to not more than 50 percent of the number of its vacancies occurring on or after October 25, 1978.

I have decided to implement these directives in the USDA in the following manner. Agencies will establish controls to limit the number of appointments to full-time permanent positions to not more than 40 percent of the number of their vacancies occurring on or after October 25, 1978. A vacancy in existence as of October 24, 1978, can only be filled by use of one of the permitted appointments resulting from new vacancies (i.e. - from among the 40 percent of the number of vacancies occurring on or after October 25, 1978).

This will permit the accrual of one position for each ten vacancies that occur within the Department in a pool of vacancies which will then be used to meet the most critical needs of the Department, where the partial hiring policy is keeping an agency from carrying out its assigned mission.

Except for the exemptions listed below, this limitation applies to all new hires and to transfers of personnel between agencies and/or staff offices within this Department and with other Executive Branch Agencies. The limitation is effective immediately and will remain in effect until further notice.

Where necessary, Assistant Secretaries may make personnel reallocations within their agencies to meet highest priority needs and to assure that vital and basic services are not interrupted. As much of the impact as possible should be absorbed in the support and overhead operations of each agency.

The following methods will not be used to alleviate the effect of this limitation: (1) contracting with firms and institutions outside the Government, and (2) hiring of temporary personnel as a substitute for full-time permanent employees.

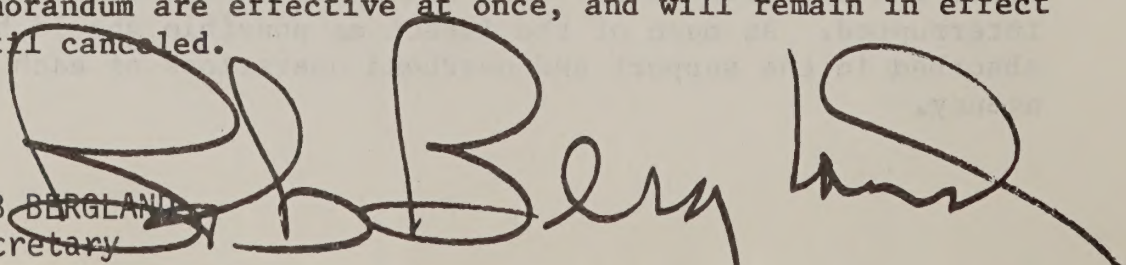
To preserve the continuity of the Department's operations, the following exemptions to the limitation on hiring are permitted:

- a. with the approval of the Secretary, hiring necessitated by emergency situations involving the safety of human life and the protection of property;
- b. filling of positions under programs that are presently exempt from employment ceilings;
- c. hiring in accordance with firm commitments made in writing by agency personnel officers, prior to the effective date of the limitation;
- d. reassignments of personnel within an agency or staff office of the Department;
- e. Executive level I thru V appointments, and
- f. shifting of employees from or into the Department because of a transfer of functions resulting from Presidential reorganization action.

In a very limited number of cases, additional exemptions may be granted if the Office of Management and Budget (OMB) determines that such action is necessary to preserve the continuity of Government, and assure that essential services are provided and that fundamental needs and requirements of law are met. Where an agency head believes that circumstances in an agency warrant such an exception, an appeal may be made in writing through the Assistant Secretary to me fully justifying the need for additional personnel and explaining why intra-agency reallocation is not feasible. I will determine whether these needs can be met from the Departmental pool of vacancies or whether an appeal should be made to the Director of the Office of Management and Budget.

Questions regarding the contents of this memorandum should be addressed to the Budget Division, Office of Budget, Planning and Evaluation. The instructions in this memorandum are effective at once, and will remain in effect until canceled.

BOB BERGLAND
Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 30, 1978

SECRETARY'S MEMORANDUM NO. 1964

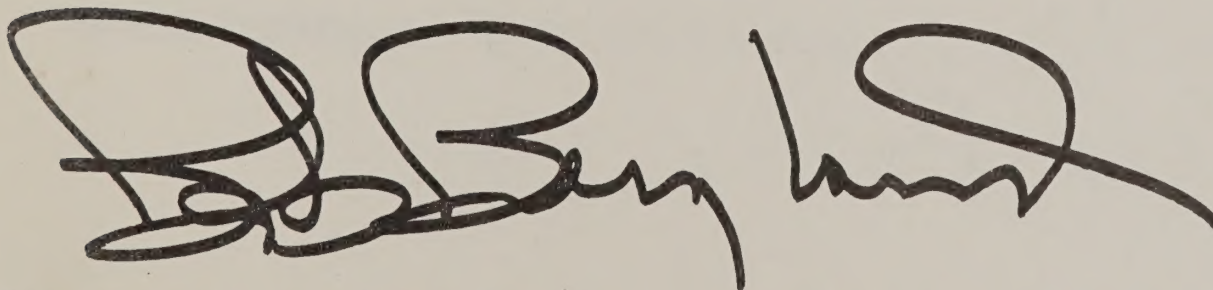
Evaluation Committee on Industrial Hydrocarbons
and Alcohols Pilot Projects

In Section 1420 of the Food and Agriculture Act of 1977 (P.L. 95-113), Congress directed the Secretary of Agriculture to carry out a pilot program for the production and marketing of industrial hydrocarbons derived from agricultural commodities and forestry products for the purpose of stabilizing and expanding the market for such commodities and products and expanding the Nation's supply of industrial hydrocarbons.

The Secretary is directed as a part of such program to provide for four pilot projects by guaranteeing loans of up to \$15 million for each project, if proposed projects indicate a positive energy balance and meet other conditions specified by the Secretary.

To aid in the evaluation of proposals for pilot projects, there is hereby established the Evaluation Committee on Industrial Hydrocarbons and Alcohols Pilot Projects. The committee will be composed of nine members, six of whom will be designated by the Secretary of Agriculture from among Department of Agriculture employees, and one will be designated by each of the Department of Energy, Office of Science & Technology Policy, and Environmental Protection Agency from among its employees. The committee members will be selected for expertise in technologies, economics, and programs related to the production and conversion of agricultural commodities and forestry products into industrial hydrocarbons and alcohols.

The committee will report to the Secretary through the Director of the Office of Energy, who will serve as Chairman of the Committee. A staff person from the Office of Energy will serve as the Executive Secretary. The Committee shall meet at the call of the Chairman.

A large, stylized handwritten signature in dark ink, likely belonging to the Secretary of Agriculture, is written across the bottom of the page.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

Approved for Release

by the President

March 19, 1954

SECRETARY'S MEMORANDUM

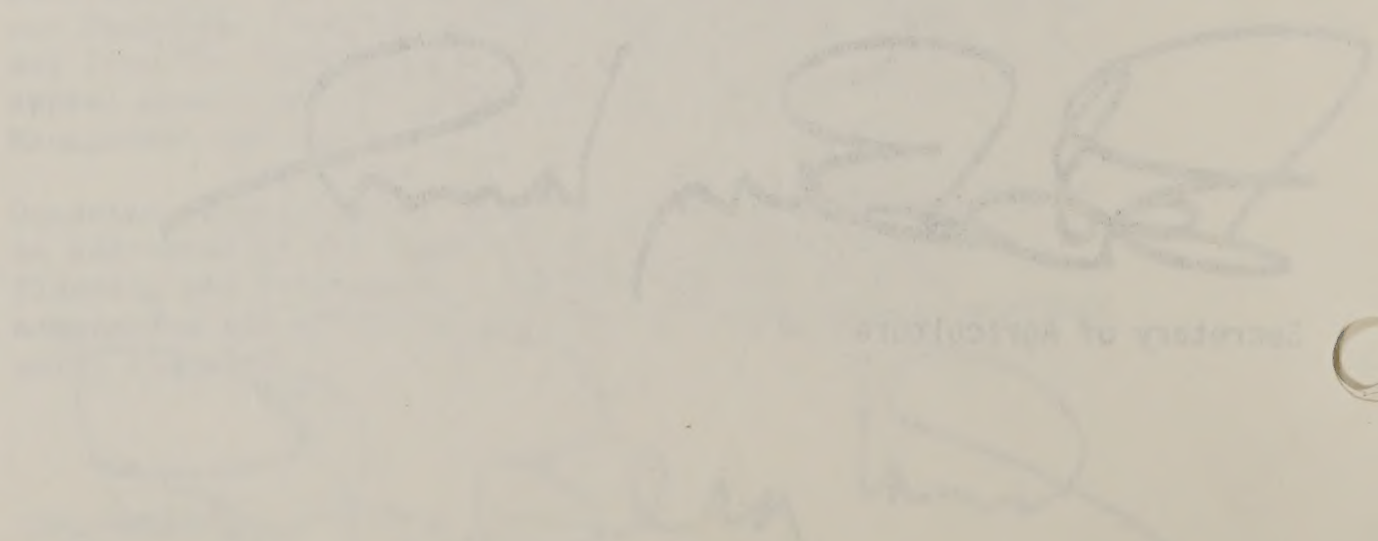
Evaluation Committee on Industrial Hydrocarbon
and Alcohol Fuel Projects

In Section 1420 of the Food and Agriculture Act of 1949 (PL 80-113), Congress directed the Secretary of Agriculture to carry out a study to determine the feasibility and desirability of industrial hydrocarbon and alcohol fuel projects. The study should include a survey of the present and potential uses of such fuels and a comparison of the costs and benefits of such fuels with those of other fuels.

The Secretary is directed to carry out such a study and to report thereon to the House of Representatives and the Senate. The study should be completed by the end of the fiscal year 1955. The Secretary is authorized to use such funds as may be necessary to carry out the study.

To aid in the evaluation of proposals for such projects, the Secretary has established the Evaluation Committee on Industrial Hydrocarbon and Alcohol Fuel Projects. The Committee will be composed of three members, one of whom will be designated by the Secretary as Chairman. The Committee will be authorized to hold such hearings, to receive such testimony, and to make such investigations as it may deem necessary. The Committee will report its findings and recommendations to the Secretary.

The Committee will report to the Secretary by the end of the fiscal year 1955. The Secretary will report the results of the study to the House of Representatives and the Senate.



UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

USDA ESCS NEAD 1
AGRICULTURAL HISTORY
146 GHI BLDG

December 8, 1978

SECRETARY'S MEMORANDUM NO. 1965

Committee of State Foresters

The Committee of State Foresters is hereby established in compliance with Section 10 of the Cooperative Forestry Assistance Act of 1978, (Public Law 95-313). Establishment is necessary and is in the public interest in connection with duties imposed on the Department by law. The purpose of this Committee is to conduct, plan, and implement Federal programs affecting non-Federal forest lands for the advancement of forest resources management.

Committee membership will consist of the Executive Committee of the National Association of State Foresters, which is selected by a majority of State Foresters or equivalent State officials from the fifty states participating under the Act. The Committee membership will be balanced in terms of points of view to be represented, and to the extent practicable, the Committee will have ethnic, racial and sexual balance.

This memorandum incorporates the charter of the Committee of State Foresters as follows:

Objective and Scope: This Committee will advise the Secretary on the implementation of the Cooperative Forestry Act of 1978 in all aspects that require, affect, or involve State participation.

Time Period Necessary to Carry Out Purpose and Termination Date: The period of time necessary for the committee to carry out its purposes is the duration of the Cooperative Forestry Assistance Act of 1978. The committee's duration shall be indefinite.

Committee Reports to: Secretary of Agriculture through the Chief of the Forest Service.

Support Provided by: Forest Service, USDA.

Duties: The Committee advises, assists and participates in guiding implementation of the law concerning the requirements for the development of State forest resources programs; State participation in management assistance, planning assistance, and technology implementation; apportionment of funds among participating States; program evaluation; reporting; administrative expenses in connection with activities and programs; the amounts to be expended to assist non-State cooperators and other matters that may be requested by the Secretary. The responsibility for final decisions remains with the Secretary in accordance with existing laws and regulations.

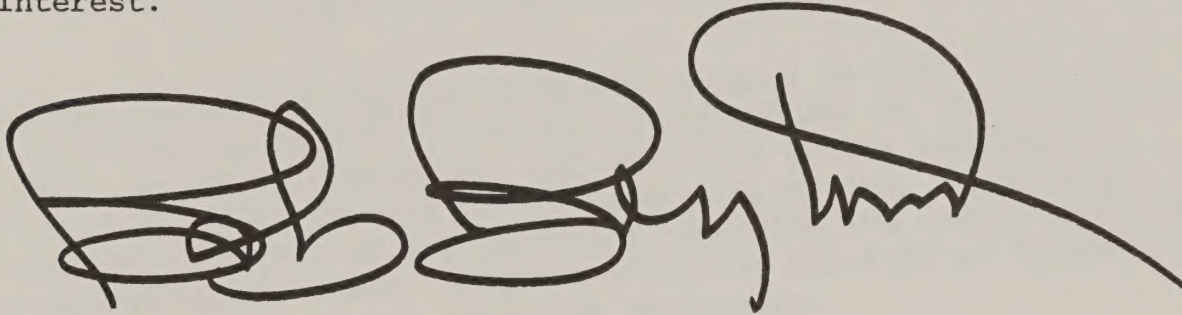
Estimated Annual Operating Cost: This estimate includes all private and public funds to be spent by or on behalf of the Committee, broken down as follows. Members may be reimbursed by the Forest Service for their travel and per diem expenses.

a. Federal funds which will be used to support, directly the operation of the Committee	<u>0</u>
b. Dollar value of the time and expenses which will be incurred by Federal agencies and employees in assisting in the operation of the Committee	<u>15,000</u>
c. Travel expenses, including per diem or subsistence which will be incurred by Committee members and Department employees in attending meetings of the advisory committee, including travel performed in support of the Committee's operation	<u>10,000</u>
d. All expenses which will be paid by sources outside the Government, including, but not limited to, those paid by the Committee members or the NASF	<u>35,000</u>
Total Cost	<u>60,000</u>
Total Person Year of Staff Support	<u>.25</u>

Estimated Number and Frequency of Meetings: One annually, with others at the call of the Secretary as needed. All meetings will be open to the public.

Officers and Membership: The Committee shall consist of seven members selected by a majority of the State Foresters or equivalent State officials from States participating under the Act. The members are the President, Vice President, Secretary-Treasurer, immediate Past President and three members at-large of the National Association of State Foresters.

Officers hold their positions for one year with elections being held at the annual meeting. The Committee shall be chaired by the Assistant Secretary of Agriculture for Conservation, Research, and Education. The Chief, Forest Service shall serve as the Vice-chairperson. The Deputy Chief, State and Private Forestry, Forest Service shall serve as Executive Secretary. The Executive Secretary shall attend all meetings and have authority to adjourn any meeting when he considers adjournment to be in the public interest.

A large, stylized handwritten signature in dark ink, consisting of several loops and a long trailing line.

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 17, 1980

SECRETARY'S MEMORANDUM NO. 1965, REVISED

The Committee of State Foresters

The Committee of State Foresters is hereby renewed in compliance with Section 10 of the Cooperative Forestry Assistance Act of 1978. (Public Law 95-313). Renewal is necessary and is in the public interest in connection with duties imposed on the Department by law. The purpose of this Committee is to advise the Secretary regarding the conduct, planning, and implementation of Federal programs affecting non-Federal forest lands for the advancement of forest resources management.

Committee membership will consist of the Executive Committee of the National Association of State Foresters, which is selected by a majority of State Foresters or equivalent State officials from the fifty States participating under the Act. The Committee membership will be balanced in terms of points of view to be represented, and to the extent practicable, the Committee will have ethnic, racial, and sexual balance.

This memorandum incorporates the charter of the Committee of State Foresters as follows:

Objective and Scope: This Committee will advise the Secretary on the implementation of the Cooperative Forestry Assistance Act of 1978 in all aspects that require, affect, or involve State participation.

Time Period Necessary to Carry Out Purpose and Termination Date: The period of time necessary for the Committee to carry out its purposes is the duration of the Cooperative Forestry Assistance Act of 1978. The Committee's duration shall be indefinite.

Committee Reports to: Secretary of Agriculture through the Chief of the Forest Service and the Assistant Secretary for NR&E.

Support Provided by: Forest Service, USDA.

FORM AD-778 (1/80)

COMMITTEES

(State Foresters)

Duties: The Committee advises, assists and participates in guiding implementation of the law concerning the requirements for the development of State forest resources programs; State participation in management assistance, planning assistance, and technology implementation; apportionment of funds among participating States; program evaluation; reporting; administrative expenses in connection with activities and programs; the amounts to be expended to assist non-State cooperators; and other matters that may be requested by the Secretary. The responsibility for final decisions remains with the Secretary in accordance with existing laws and regulations.

Estimated Annual Operating Cost: This estimate includes all private and public funds to be spent by or on behalf of the Committee, broken down as follows. Members may be reimbursed by the Forest Service for their travel and per diem expenses.

a. Federal funds which will be used to support directly the operation of the Committee.	\$ <u>0</u>
b. Dollar value of the time and expenses which will be incurred by Federal agencies and employees in assisting in the operation of the Committee.	<u>11,000</u>
c. Travel expenses, including per diem or subsistence which will be incurred by Committee members and Department employees in attending meetings of the advisory Committee, including travel performed in support of the Committee's operation.	<u>14,000</u>
d. All expenses which will be paid by sources outside the Government, including, but not limited to, those paid by the Committee members or the NASF.	<u>15,000</u>
Total Cost	<u>\$40,000</u>
Total Person Year of Staff Support	<u>.25</u>

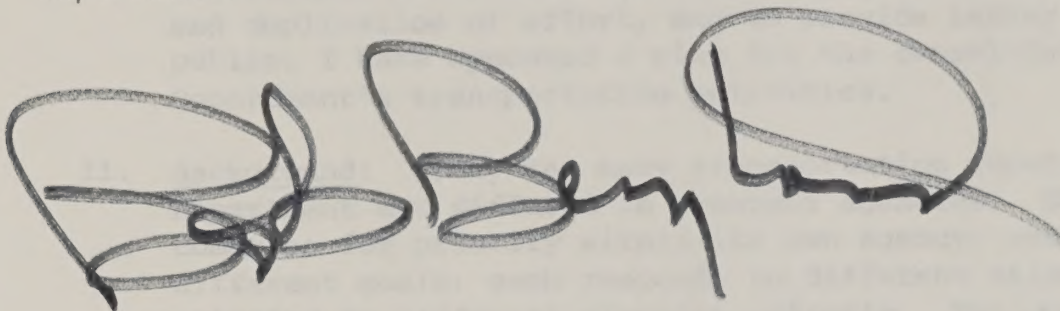
Estimated Number and Frequency of Meetings: One annually, with others at the call of the Chairperson as needed. All meetings will be open to the public.

Officers and Membership: The Committee shall consist of seven members selected by a majority of the State Foresters or equivalent State officials

from States participating under the Act. The members are the President, Vice President, Secretary-Treasury, immediate Past President and three members-at-large of the National Association of State Foresters.

Officers hold their positions for one year with elections being held at the annual meeting. The Committee chairperson shall be the Assistant Secretary of Agriculture for Natural Resources and Environment. The Chief, Forest Service, shall serve as the Vice-Chairperson. The Deputy Chief, State and Private Forestry, Forest Service, shall attend all meetings. The ranking USDA official present shall have authority to adjourn any meeting when adjournment is considered to be in the public interest.

Secretary's Memorandum No. 1965, dated December 8, 1978 is hereby superseded.

A handwritten signature in dark ink, appearing to read "B. Ben" followed by a stylized flourish.

Secretary of Agriculture

from States participating under the Act. The members are the President, Vice President, Secretary-Treasurer, Immediate Past President and three representatives of the National Association of State Foresters.

Officers hold their positions for one year with elections being held at the annual meeting. The Executive Committee shall be the highest authority of the Department for Natural Resources and Environment. The Chief Forester, shall serve as the Vice-Chief Forester. The Deputy Chief, State and Private Forestry, Forest Service, shall attend all meetings. The ranking USA official present shall have authority to adjourn any meeting when adjournment is considered to be in the public interest.

Secretary's Memorandum No. 1085, dated December 8, 1978 is hereby superseded.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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December 12, 1978

SECRETARY'S MEMORANDUM NO. 1966

Consolidation of USDA Transportation Programs and Establishment of the Office of Transportation

- I. Policy: In keeping with President Carter's pledge to reorganize the Federal Government for improved management, reduced overlapping and duplication of effort, and to provide better services to the public, I have approved a plan for the consolidation of this Department's transportation activities.
- II. Background: Today the many transportation functions of this Department are diffused in numerous agencies. Each activity competes for priority within its own agency; each agency has different goals; each responds to different stimuli and all are oriented to different planning criteria. The present system is based essentially on voluntary cooperation and the good will of the individuals involved. It is a fragile system at best.

We have a high degree of expertise and dedication in USDA Transportation units, but there are a number of urgent agricultural and rural development transportation problems and issues which cannot be properly addressed without a consolidation of our transportation functions.

This Department must provide a greater assistance in solving some of the major transportation issues such as freight car shortages, rail line abandonments, and regulatory matters. Additionally, the Secretary of Transportation and the Chairman of the Interstate Commerce Commission have asked me to provide assistance to their agencies in transportation decisions affecting agricultural and rural areas. The 95th Congress has recently passed legislation which requires USDA to assume additional major responsibilities in determining the future transportation needs of Agriculture.

- III. Actions Ordered: In view of the foregoing, I have determined that a consolidation of certain transportation activities is essential to carry out the major policy, research, analysis and assistance

programs in transportation. I am therefore establishing the Office of Transportation, under the Assistant Secretary for Marketing Services. The new Office shall have all the authorities and responsibilities necessary to effectively administer and discharge the functions, duties, activities and responsibilities ordered to be transferred or assigned to it. Consistent with the expansion of his role within the Department resulting from the established Office, the title of the Assistant Secretary for Marketing Services is now changed to Assistant Secretary for Marketing and Transportation Services.

IV. Functions and Activities to be Transferred: The following functions and activities are to be transferred to the Office of Transportation:

1. Those transportation functions of AMS under authority of Section 201 of the Agricultural Adjustment Act of 1938, and Section 203 of the Agricultural Marketing Act of 1946, as now carried out by the Transportation Services Branch of the Transportation and Warehouse Division of AMS.
2. The present function of the Transportation Coordinator, FAS.
3. From ESCS, certain functions of the Transportation Economics Group of the National Economic Analysis Division, and the Transportation Logistics Group of the Cooperative Management Division.
4. The present transportation function of the Office of Policy Coordination and Training, Farmers Home Administration.
5. From the Office of the General Sales Manager, those functions under authority of Section 203 of the Agricultural Marketing Act of 1946, with respect to Federal Maritime activity, as now delegated to the General Sales Manager.
6. The Transportation and Packaging Laboratory, SEA.

V. Duties and Responsibilities: The following duties and responsibilities are hereby assigned to the Office of Transportation:

1. Serve as a focal point for all USDA transportation matters;

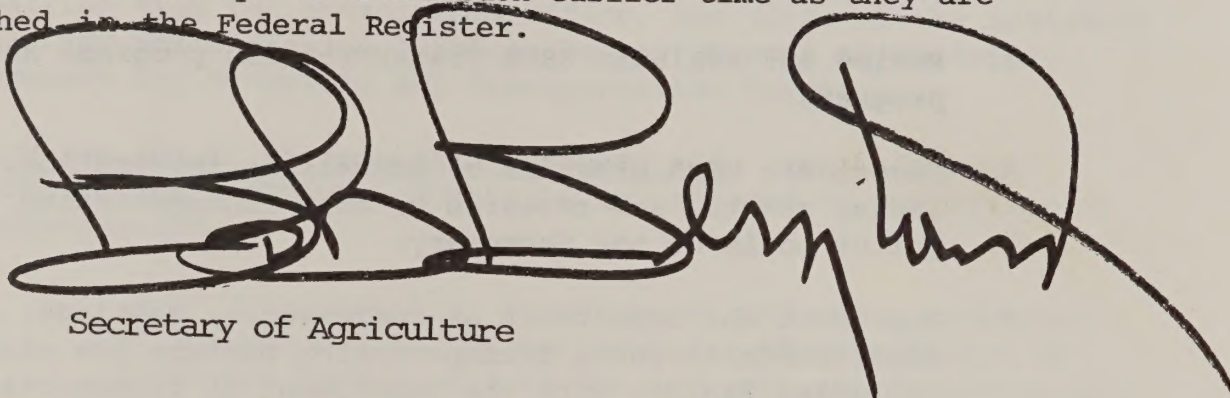
2. Develop USDA Agricultural and Rural Development Transportation policies and strategies;
3. Advise the Secretary and other policy-level officials of the Department on Transportation policies and programs;
4. Review and evaluate USDA Transportation programs and progress.
5. Coordinate USDA programs of education, information, loans, grants, and research to meet Transportation policy goals of the Secretary.
6. Represent the Department at conferences, meetings, and other contacts where Transportation matters are discussed, including liaison with the Department of Transportation, Interstate Commerce Commission, Federal Maritime Commission, Department of Commerce and other governmental agencies and departments; and
7. Work with the Office of Governmental and Public Affairs to maintain Congressional and public contacts in transportation matters including development of legislative proposals, preparation of reports on legislation pending in Congress, appearances before Congressional Committees, and related activities.

VI. Implementation: Implementation shall begin immediately and the Assistant Secretary for Marketing and Transportation Services shall take such actions as are necessary to see that ordered changes are implemented in an expeditious manner. All changes ordered by this memorandum shall be implemented within ninety days.

VII. Incidental Transfers: The Assistant Secretary for Administration and the Director of Economics, Policy Analysis and Budget will make such transfers of funds, records, property, space and personnel as are involved in the organizational assignments made in this memorandum. Additional positions and/or ceilings may be transferred to the Office of Transportation from the appropriate agencies in order that it may adequately carry out its responsibilities.

VIII. Management Support Activities: Such administrative and management support as are required by the Office of Transportation will be provided by the Agricultural Marketing Service. This will include finance, budget, personnel, information, administrative services and other management support functions.

- IX. Existing Directives: Prior delegations of authority, administrative regulations and other directives not inconsistent with the provisions of the memorandum remain in full force and effect.
- X. Codification: The Delegations of Authority and the assignments of duties and responsibilities made in this memorandum shall remain in effect for 90 days or until such earlier time as they are published in the Federal Register.

A large, stylized handwritten signature in dark ink, appearing to read "B. B. Bennett", is written over the text "published in the Federal Register." and extends below the title "Secretary of Agriculture".

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 12, 1978

SECRETARY'S MEMORANDUM NO. 1967

Transportation Policy Advisory Group

- I. Purpose: Secretary's Memorandum No. 1966, dated December 12, 1978, consolidated the transportation activities of USDA into the Office of Transportation reporting to the Assistant Secretary for Marketing and Transportation Services. This Memorandum establishes a Transportation Policy Advisory Group to assist the Assistant Secretary for Marketing and Transportation Services in his efforts to coordinate the Department's activities and responsibilities in the area of Agriculture Transportation and in the development of a single, coordinated National Agriculture Transportation Policy.
- II. Background: Even with the consolidation of the major transportation components within the Department there remain a number of programs relating directly to agricultural transportation located in various USDA agencies. These Transportation programs; dealing with such areas as loans, grants, research, information, education, and the transportation of government owned commodities; must be properly coordinated to insure that they are consistent with the transportation policies and goals of the Secretary and that USDA Transportation efforts are not dispersed in several directions.
- III. Objectives: The objectives of the Group are to:
 1. promote within the Department, continuing awareness of the importance of Agriculture transportation to the success of programs to carry out the assigned missions of Department agencies;
 2. provide a continuing mechanism for coordination between agencies within the Department in the Agriculture Transportation area; and
 3. serve as a focal point in the Department for information exchange in matters of transportation policy.
- IV. Functions: The Group will advise the Secretary, through the Assistant Secretary for Marketing and Transportation Services, on Department-wide activities as they relate to Agriculture Transportation. In addition, it will consider areas in which further studies or action may be required by the Department.

These may include:

1. recommendations to the Department or agencies of the Department on initiation, implementation, or modification of Department policy or programs involving Agriculture Transportation; and
2. coordination within the Department and with other agencies of Agriculture Transportation program planning and operations.

V. Membership: The Chairman of the Group will be appointed by the Secretary. The Director of the Office of Transportation will serve as Executive Secretary of the Group.

The Transportation Policy Advisory Group will include representatives from:

1. Agricultural Marketing Service
2. Agricultural Stabilization and Conservation Service
3. Economics, Statistics, and Cooperative Service
4. Farmers Home Administration
5. Foreign Agricultural Service
6. Forest Service
7. Office of Energy
8. Office of the General Counsel
9. Office of the General Sales Manager
10. Office of Governmental and Public Affairs
11. Science and Education Administration

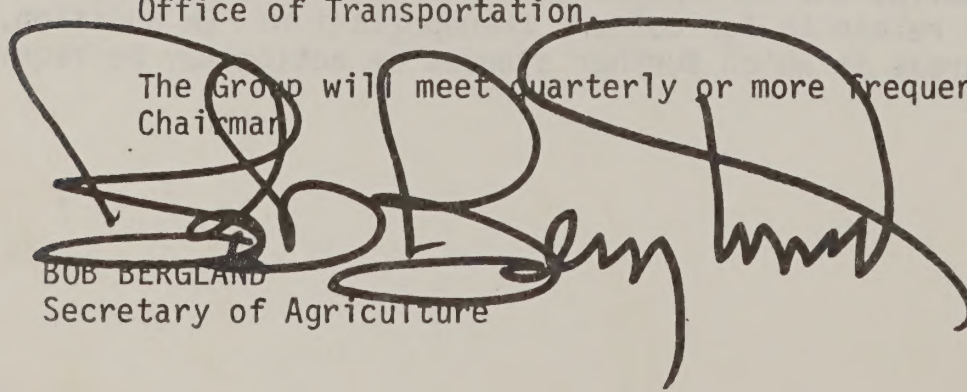
Other agencies and offices of the Department may be asked to participate from time to time on Group matters of concern to them.

Liaison representatives from the Department of Transportation, the Department of Energy, Federal transportation regulatory commissions, and other agencies or individuals may be invited by the Chairman to attend Group meetings.

The Transportation Policy Advisory Group will organize ad hoc work groups, as necessary, from Department agencies and offices to deal with specific matters relating to the Agriculture Transportation area.

Regular staff support services for the Group will be provided by the Office of Transportation.

The Group will meet quarterly or more frequently upon call of the Chairman.



BOB BERGLAND
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 15, 1978

SECRETARY'S MEMORANDUM NO. 1968

Rural Clean Water Program

Purpose

The purpose of this memorandum is to establish the Department's organizational structure for implementing Section 208(j) of the Federal Water Pollution Control Act, the Rural Clean Water Program (RCWP). All agencies of the Department are expected, within existing authorities, to support this effort of helping rural land owners and operators control nonpoint source pollution to improve the quality of the Nation's waters.

Background

Section 35 of the Clean Water Act of 1977 (Public Law 95-217) amends Section 208 of the Federal Water Pollution Control Act (Public Law 92-500) by adding a new implementing subsection (j) titled "Agricultural Cost Sharing."

Section 208 provides for the development of Water Quality Management plans by State and areawide planning agencies and for plan implementation. Subsection (j) authorizes the Secretary of Agriculture, with the concurrence of the Administrator, Environmental Protection Agency (EPA), to establish and administer a program to enter into long-term contracts of not less than 5 years nor more than 10 years for technical and cost-sharing assistance with eligible rural land owners and operators for the purpose of installing and maintaining best management practices to control nonpoint source pollution. The program is to be applicable in only those States or areas which have an approved agricultural portion of a Section 208 water quality management plan.

Program Coordination

There is established a National Rural Clean Water Coordinating Committee, chaired by the Administrator, Soil Conservation Service. This Committee is to include as members: Administrators of the Agricultural Stabilization and Conservation Service (ASCS), Farmers Home Administration (FmHA), Economics, Statistics, and Cooperatives Service (ESCS), Soil Conservation Service (SCS), Director of Science and Education Administration (SEA); and the Chief, Forest Service (FS). The Assistant Administrator for Water and Waste Management, Environmental Protection Agency (EPA), will also be a member of the Committee.

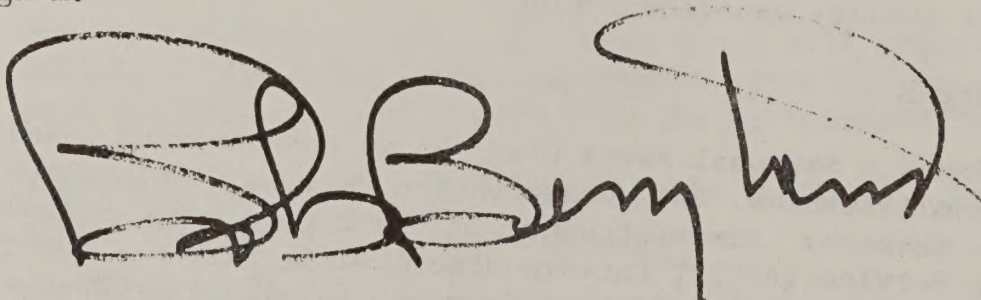
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o The duties of the National Committee are to:

- coordinate individual agency programs with the Rural Clean Water Program;
- recommend to the Administrator, Soil Conservation Service, the Secretary's designee, the project areas to be funded for cost-sharing;
- advise the Administrator, Soil Conservation Service, the Secretary's designee, on the merits of proposed variances exceeding 50 percent cost-share rates;
- assist the Administrator, Soil Conservation Service, in determining program administration, technical assistance and cost-share needs;
- assist the Administrator, Soil Conservation Service, in mediating agency differences at the State level;
- periodically advise the Secretary and Assistant Secretary for Conservation, Research and Education of program and policy issues;
- recommend project areas and criteria for comprehensive joint USDA/EPA water quality monitoring, evaluation, and analyses.

The National Committee has recommended, and I concur, that there is a need for State Rural Clean Water Coordinating Committees to be established and chaired by the State Conservationists, Soil Conservation Service.

The Rural Clean Water Program rules and regulations will set forth the administration of the program and agency roles in implementing the program.

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Secretary of Agriculture